

Urgent Library Book Return Alert

Dear [Borrower's Name],

We hope this message finds you well. This is a reminder that you currently have the following book(s) checked out from our library:

- [Book Title 1] - Due Date: [Due Date]
- [Book Title 2] - Due Date: [Due Date]

We noticed that your due date is approaching, and we kindly ask you to return the books by the specified date to avoid any late fees. If you need additional time, please let us know.

Thank you for your attention to this matter. We appreciate your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]