

Overdue Book Notice

Dear [Patron's Name],

This is a reminder that the following book(s) checked out from [Library Name] are now overdue:

- Title: [Book Title 1] - Due Date: [Due Date 1]
- Title: [Book Title 2] - Due Date: [Due Date 2]
- Title: [Book Title 3] - Due Date: [Due Date 3]

Please return the items to the library as soon as possible to avoid any late fees. If you have already returned the items, please disregard this notice.

If you have any questions or concerns, feel free to contact us at [Library Phone Number] or [Library Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Library Name]

[Library Address]