

Overdue Library Book Notification

Dear Parent/Guardian,

We hope this message finds you well. We are writing to inform you that your child, [**Child's Name**], has an overdue library book.

Details of the overdue book are as follows:

- **Title:** [Book Title]
- **Author:** [Book Author]
- **Due Date:** [Due Date]
- **Days Overdue:** [Number of Days]

We kindly ask that you remind your child to return the book to the library as soon as possible. If the book is lost or damaged, please contact us to discuss the replacement process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School/Library Name]

[Contact Information]