

# Library Book Overdue Notice

Date: [Insert Date]

Dear [Patron's Name],

This is a reminder that the following item(s) from our special collections is/are now overdue:

- Title: [Book Title]
- Author: [Author Name]
- Due Date: [Due Date]
- Library ID: [Library ID]

We kindly ask that you return the item(s) at your earliest convenience to avoid any late fees. If you have already returned the item(s), please disregard this notice.

If you have any questions regarding your account or need assistance, feel free to contact us at [Library Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Library Name]