

Library Fee Payment Notification

Date: [Insert Date]

Dear [Library Member's Name],

We hope this message finds you well. This is a reminder that you have an outstanding library fee of **[\$Amount]** that needs to be settled.

Details of the fee are as follows:

- Invoice Number: [Insert Invoice Number]
- Due Date: [Insert Due Date]
- Description: [Insert Description of Fee]

Please make the payment by the due date to avoid any late fees or restrictions on your library account.

Payment can be made online through our website or at the library front desk.

If you have already made the payment, please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Library Name]

[Your Library Contact Information]