

# Library Fine Payment Request

Date: [Insert Date]

Dear [Patron's Name],

We hope this message finds you well. We are writing to inform you that there is an outstanding fine on your library account totaling [Amount Due]. This fine is due to [brief explanation of why the fine was incurred, e.g., overdue books, lost items].

To avoid any further penalties, we kindly request that you settle this amount by [Due Date]. Payment can be made at the library desk or through our online portal.

If you have any questions or need further assistance, please do not hesitate to contact us at [Library Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]