

Library Fines Collection Notice

Date: [Insert Date]

Dear [Borrower's Name],

This is a reminder that you have outstanding fines from your recent library borrowings. Below are the details:

Item Title	Due Date	Fine Amount
[Book/Item Title]	[Due Date]	[\$[Fine Amount]
[Book/Item Title]	[Due Date]	[\$[Fine Amount]

Total Amount Due: \$[Total Fine Amount]

Please make the payment by [Payment Deadline] to avoid further penalties.

You can pay your fines at the library desk or online through our website.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Library Name]
[Contact Information]