

# Library Penalty Payment Alert

Dear [Member's Name],

This is a reminder that you have an outstanding penalty fee of [Amount] for overdue items.

Please visit the library or our online portal to make the payment by [Due Date] to avoid any further penalties.

If you have any questions, feel free to contact us at [Library Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Library Name]