

Outstanding Library Charges Notice

Date: [Date]

To: [Borrower's Name]

[Borrower's Address]

Dear [Borrower's Name],

We hope this message finds you well. This is a notice regarding the outstanding charges on your library account.

As of today, you have the following outstanding charges:

- Item: [Book/Item Title] - Charge: \$[Amount]
- Item: [Book/Item Title] - Charge: \$[Amount]
- Total Amount Due: \$[Total Amount]

We kindly request that you settle these charges by [Due Date]. Payments can be made at the library front desk or online through your account.

If you believe this notice has been sent in error, or if you have any questions regarding your account, please do not hesitate to contact us at [Library Phone Number] or [Library Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]