

# Overdue Collection Notice

Date: [Insert Date]

To: [Member's Name]

University ID: [Member's ID]

Address: [Member's Address]

Dear [Member's Name],

This is a formal notice regarding the overdue items in your library account. Our records indicate that the following items are past their due date:

- [Title of Book/Item 1] - Due Date: [Due Date]
- [Title of Book/Item 2] - Due Date: [Due Date]
- [Title of Book/Item 3] - Due Date: [Due Date]

Please return the overdue items to the library at your earliest convenience to avoid any late fees. If you have already returned the items, please disregard this notice.

For any questions or concerns, please feel free to contact the library at [Library Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]