

Overdue Item Notification

Dear [User's Name],

This is to inform you that the following item(s) checked out from [Library Name] are now overdue:

- **Title:** [Item Title]
- **Due Date:** [Due Date]
- **Library Barcode:** [Barcode Number]

Please return the overdue item(s) to the library as soon as possible to avoid any late fees. If you have already returned the item(s), please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]