

Overdue Library Item Notice

Dear [Student Name],

We hope this message finds you well. This is a friendly reminder that you have an overdue library item.

Item Title: [Title of the Book/Item]

Due Date: [Due Date]

Borrower ID: [Borrower ID]

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

Thank you for your attention to this matter!

Best regards,
[Your Name]
[Your Position]
[Library Name]
[Contact Information]