

# Overdue Library Loan Notice

Date: [Insert Date]

Dear [Student's Name],

This is a friendly reminder that the following item(s) you borrowed from the [College Library Name] are now overdue:

- Title: [Book Title 1] | Due Date: [Due Date 1]
- Title: [Book Title 2] | Due Date: [Due Date 2]

Please return the items by [New Due Date] to avoid any late fees. If you have already returned the items, please disregard this notice.

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

Thank you for your attention to this matter.

Sincerely,

[Librarian's Name]  
[Library Name]  
[Contact Information]