

# Overdue Materials Warning

Dear [Patron's Name],

This is a reminder that the following materials checked out under your account are currently overdue:

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

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]