

Overdue Textbook Reminder

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. This is a friendly reminder that the following textbook(s) are overdue:

- Title: [Insert Title] - Due Date: [Insert Due Date]
- Title: [Insert Title] - Due Date: [Insert Due Date]

Please return the textbooks to the library or renew them by [Insert New Due Date] to avoid any late fees.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]