To,

{First Name} {Last Name}

{Ci0t0y}, {State}, {Pin Code}.

{Email Address}

Dear {FirstName},

You issued a book name xyz from library at Darshan university which you have to return before {Date} But You Didn’t return the book so you have to pay penalty Amount {Amount} and please Submit book as soon as possible . We hope to see you there!

Sincerely!

{Your Name}