«ResidentBorrower\_InformationName»

«Address»

«Town» «State» «Postcode»

Thursday, 22 March 2018

Dear «ResidentBorrower\_InformationName»,

This notice is in regards to the books you have which are overdue. The book that is overdue is «Book\_InformationName» by «Author\_Name», which was borrowed on «Date\_Borrowed» and it was due back on «Date\_Due».

Please return your overdue books as soon as possible.

This is a formal warning. We have agreed if the book is not returned in *two* weeks from this date 22/03/2018. You will be issued a fine.

Yours faithfully Tiny Town Library,

*Jeffery Waters* - Chief Librarian