Sunday, March 17, 2019

|  |  |
| --- | --- |
| [Company]  [Street Address, City, ST ZIP Code]  Tel [Telephone] Fax [Fax]  [Email]  [Website] |  |

«firstName» «lastName»

«streetAddress» «town» «state» «postcode»

Dear «firstName» «lastName»,

Today I am writing to inform you that the book listed below has not been returned and is thus overdue.

Borrowed:   
Due:

Regards,

Oliver Lenehan

Managing Librarian, Tiny town Library