



OVERDUE NOTICE

Document No. : FM-LB-17-01

Effective Date: August 1, 2017

Date _____

Dear _____,

Our records show that the following library materials are still in your possession. Kindly return them on or before _____. Thank you.

Author/Producer	Title & Format [e.g. book]	Acc. No.	Date Borrowed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sincerely,

Name of Library Staff & Signature

Received by/Date: _____

Printed name over signature