

Green Valley Public Library  
182 South East Street  
Green Valley, TS 03465

January 25, 2004



Dear Mr. Smith,

Our records indicate the following item(s) have not been returned and are overdue.  
Please return these items as soon as possible to avoid additional late charges.

Thank You

Title	Author	ISBN	Due Date
The History of Books	Harley	1-444-41414-4	01/15/2004
Books Made Easy	Tolhamn	5-666-56565-6	01/20/2004
How to Read a Book Video	PBS	8-989-99888-7	01/22/2004

### Sample Copy Only

We can customise the positioning of your notice print data to fit this form using your laser printer. Call for details.

Fold and Seal 8½ X 11 Overdue Notice  
Available from Creative DataProducts 1-800-951-7234

Late charges are assessed at the rate of .25 per day for books and .50 per day for videos and dvds.

Green Valley Public Library  
P.O. Box 12345  
Green Valley, TS 03465



**IMPORTANT**- Notice Enclosed

Mr. John A. Smith  
321 Holly Drive  
Green Valley, TS 03466