

The Principal
Motilal Nehru College (Eve.)
B.J. Marg, New Delhi-110021

Subject:- Request for FINE DEPOSIT loss of library books.

Respected Sir/Madam,

I informed to you that my Library Book lost. Which are details given below.

S. No.	Acc. No.	Author	Title Cost of books	Binding/ Fine charge	Total Cost Rs.

So, I want to pay, cost and binding/fine charge against the loss of Library Books.
Therefore, I request kindly allow me above said cost deposit in the college account office.
Thanking you,

Yours faithfully,

Name:

Roll. No.:

Library In-charge

Library Assistant