The Chief Librarian
Central Library, IIUI

Dated:…………

Subject: **Payment for Lost of Books**

Dear Sir,

It is submitted for your kind information that I have borrowed following book(s) from Central Library. The book(s) have been misplaced by me. The detail of book(s) is as under:-

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<th>S.No.</th>
<th>Title</th>
<th>Author</th>
<th>Acc.No.</th>
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It is, therefore, requested that I may kindly be informed about price(s) of the above mentioned book(s). So that I may be able to deposit the price(s) of the lost book(s).

Yours faithfully

Name:
Membership #:
Signature:

**In-charge Circulation**

The above mentioned book(s) was/were entered in the Acc. Reg. vide Acc. Reg. No…………….. Rs. ………….. may be charged as the price of misplaced book (s).

**In-charge Acquisition**

**Chief Librarian**

**Cashier IIUI (Room#210)**

**EX#2281**