

The Librarian  
Deshbandhu College  
Kalkaji, New Delhi-110019

Date:

Subject: Intimation for lost of book

Respected sir,

I regret that I have lost the following book/s of the library which is/was due to be returned on date \_\_\_\_\_.  
Please let me know the cost of book/s for payment.

Yours Faithfully

Name \_\_\_\_\_

Class \_\_\_\_\_

Roll No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

S.No.	Accession No.	Author	Title
1.			
2.			
3.			
4.			

Library Report

Total Cost: Rs.

Due to loss of book/s the above amount be charged.

SPA \_\_\_\_\_

Librarian \_\_\_\_\_

Principal \_\_\_\_\_

Received from Mr./ Mrs. \_\_\_\_\_

Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

Date: \_\_\_\_\_

Cashier