

APPLICATION FOR LOST/DAMAGED LIBRARY BOOK

To
The Librarian
Rabindra Library
Assam University, Silchar

Date:

Through The Head, Department of

Sub: Replacement of Lost/damaged book

Respected Sir,

This is for your information that I have lost the library book (s) as mentioned below that was issued to me.

S/N	Title	Accession no	Year of purchase (for library use)	Actual cost (for library use)
1				
2				
3				
4				

Kindly take necessary action.

Thanking you.

Sincerely yours,

(Signature)

Name:

Course & Semester:

User Id:

(For Library use only)

Circulation Section

Acquisition Section

Asst. Librarian

Librarian

Pay Rs: