

APPLICATION FOR LOST/DAMAGED LIBRARY CARD

To  
The Librarian

Date:

Rabindra Library  
Assam University, Silchar

Through The Head, Department of .....

Sub: Replacement of Lost library card

Respected Sir,

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

| S/N | Card No | Session |
|-----|---------|---------|
| 1   |         |         |
| 2   |         |         |
| 3   |         |         |
| 4   |         |         |
| 5   |         |         |

Kindly take necessary action.

Thanking you.

Sincerely yours,

(Signature)

Name:

Course & Semester:

User Id:

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(For Library use only)

Circulation Section

Acquisition Section

Asst. Librarian

Librarian

Pay Rs: