

MAITREYI COLLEGE LIBRARY
UNIVERSITY OF DELHI
DELHI-110021

Dated:

To
The Librarian
Maitreyi College
Chanakyapuri
New Delhi-110021

Sub: Replacement of Library book

Respected Sir,

I have taken a book entitled “.....” from library, due to some reasons it has been lost. Now I want to replace it.

Kindly allow to replace the same.

Thanking you

Yours' Faithfully

Signature of Member

Name:.....

Designation/Roll.No.....

Department/Course:.....

For Library Use

S.No.	Acc.No.	Author	Title/Ed.	Publisher
_____	_____	_____	_____	_____

The above book checked and verified from the library records. Kindly allow to replace the same.

Dealing Assistant

Allowed

Librarian