

**MAITREYI COLLEGE LIBRARY**  
**UNIVERSITY OF DELHI**  
**DELHI-110021**

Dated: .....

To  
The Librarian  
Maitreyi College  
Chanakyapuri  
New Delhi-110021

Respected Sir,

I have lost my Electronic Library Ticket. I shall be obliged if you issue the duplicate Library Ticket/Clearance Certificate.

I will continue to be responsible for any loss, which the library is suffer due to the loss or misuse of my lost library Ticket.

Thanking you

Yours' Faithfully

(Signature of Student)

Name:.....

Designation/Roll.No.....

Department/Course:.....

Address: .....

.....

No book issued/Book issued Acc. No.

Dealing Assistant

If permitted she may issue duplicate library E-ticket/Clearance certificate on the payment of fine Rs.....

Fine Paid Rs.....

Dealing Assistant

Allowed

Librarian