

Swami Shraddhanand College

(University of Delhi)

Alipur, Delhi-110036

Sub: Replacement of Library Book

Respected Madam,

I have taken a book entitled " _____ " from library, due to some reasons it has been lost by me. In this connection, I want to replace it by new book.

You are requested to kindly allow me to replace the same.

I shall be highly obligate of You.

Thanking You

Yours Faithfully

(Signature of User)

Name: _____

Designation/Roll No.: _____

Department/Course: _____

FOR LIBRARY USE

S. NO.

ACC. No.

TITLE/Ed.

PUBLISHER

The above Book Checked and Verified from Library records. Kindly allow to replace the same.

Dealing Assistant

ALLOWED

LIBRARIAN