

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
UNIVERSITY OF DELHI, DELHI**

The Head
Department of Lib.& Inf. Science
University of Delhi,
Delhi-110007.

Dear Sir/Madam

I have lost my Reader's Ticket/s- Consultation/Borrowing. I shall be obliged if you would kindly issue me a duplicate Reader Ticket/s-Consultation/Borrowing.

I will continue to be responsible for any loss, which the library may suffer through the loss or misuse of my said Reader ticket/s-consultation/Borrowing.

Thanking you,

Yours faithfully,

DATE

Name:
Class:
Roll No.....
Address.....
.....

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

Checked and verified on -----by-----Sign-----

University Cashier

Please accept Rs----- (Rs-----) on account of loss of reader Ticket/s-Consultation/Borrowing under Miss. Recoveries.

For Head of the Department

UNIVERSITY OF DELHI

Received Rs.----- (Rs-----) from Mr./Mrs./Miss-----
Vide Receipt No.-----dated-----

UNIVERSITY CASHIER