

The Librarian,
SGGSCC,
Pitam Pura,
Delhi.

Subject: **Deposit Money for Lost book(s)**

Sir,

The under mentioned book(s) issued to me has/have been lost and I want to deposit the charges for the same. The Charges may kindly be sanctioned and accepted.

S.NO.	ACC.NO.	AUTHOR	TITLE	EDITION	PRICE	BINDING CHARGES (if any)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature of Applicant

Name: _____

Designation: _____

Department: _____

LIBRARIAN

PRINCIPAL