

**BARR. BALASAHEB KHARDEKAR LIBRARY,  
SHIVAJI UNIVERSITY, KOLHAPUR**

“Vidyanagar”,  
Kolhapur-4.

Ref. No. SU/BBKL/CS/

Date :

To,

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**Sub. : Recovery of the cost of Library book Lost**

Dear Sir/Madam,

With reference to your application dated ----- I Have to give below the details of the book/books reported to be lost by you. You are further requested to pay the cost of Rs. \_\_\_\_\_ in the Accounts Section immediately and produce the receipt thereof

Sr. No	Acc. No.	Author & Title	Cost
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Yours faithfully,

UNIVERSITY LIBRARIAN