



# BEHALA COLLEGE

(GOVERNMENT SPONSORED)

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**Reaccredited by NAAC : Grade A**

To  
The Librarian,  
Behala College.

Sub : Duplicate Library Card.

Respected Sir/Madam,

This is to inform you that I have lost my library card my details are as below :-

Name \_\_\_\_\_

Class \_\_\_\_\_ Subject \_\_\_\_\_

Roll No. \_\_\_\_\_ Id No. \_\_\_\_\_

I will be highly obliged if you can issue me new card.

Thanking you,

Yours faithfully

\_\_\_\_\_  
( Signature )

## For Library Use Only

Pay Rs. \_\_\_\_\_

\_\_\_\_\_  
Librarian