

Date:

To,
The Principal
Dayananda Sagar University
COPT, DSU

Madam,

Sub: Refund of Library Deposit.

I _____ student of this collage studying in _____
Joined the collage during the year _____ under USN/Reg. No. _____ now
I have retuned borrowed library books on _____ and I have cleared all the
dues and there is no due to any other departments.

Thanking you

Yours faithfully

Address for Correspondence & contact No.

(Name & Signature of student)

Bank A/c No	Name of the Bank/Brach Address	RTGS/IFSC code	MIRC code

Office use only

Particulars	Rept.#	Amount
1. Library Deposit		
2. Collage Deposit		
Total:		
Less dues:		
a.		
b.		
Refundable Balance		

Cashier

Accountant

Checked by Library

Principal

Note: Enclose the following document

- Original copy of the library deposit
- Cancelled Cheque leaf or copy of bank a/c