

**DAYANANDA SAGAR UNIVERSITY**  
**Bangalore-560068**

Date: .....

To,  
The Chief Librarian  
DSU-Bangalore

Sir,

**Sub: Refund of Library Deposit**

I \_\_\_\_\_ student of this college studying in \_\_\_\_\_ and joined the college during the year \_\_\_\_\_. Under USN/Reg. No. \_\_\_\_\_. Now I have returned borrowed library books on \_\_\_\_\_ and I have cleared all the dues and there is no dues 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/Branch Address	RTGS/IFSC Code	MICR code

For Office use only

Particulars	Rept.#	Amount
1) Library Deposit:		
2) College Deposit:		
Total:		
Less dues:		
a)		
b)		
Refundable balance:		

Cashier

Accountant

Checked by Library

Chief Librarian

NOTE: Enclose the following documents

1. Original copy of the Library Deposit receipt
2. Cancelled cheque leaf or Copy of Bank A/C