***Form C2***

To

The Director

SIIT

Gorakhpur

**Sub: Issuance of duplicate library card**

Respected Sir/Madam:

I wish to state that I lost my original library card in the College premises last week. I tried to search it; I wrote a notice for the same hoping I would get it back but to no avail. My studies have been suffering as I have not been able to have any book issued without my library card. Kindly issue me a duplicate library card. The necessary fees of Rs…………………………..has been / is being deposited in cash/Bank Draft/Receipt.

I shall be grateful.

Thanking you.

Full Name (in English)…………………………………………………...………………

Father’s Name (in English)………………………………………………………………

Mother’s Name (in English)……………………………………………………………..

Course………………………… Branch…………………………… Year………………

Roll No……………………SID………………Enrollment No………………………….

Date……………………..

Your’s faithfully

Signature of Student

Address…………………………………………………………………………………..

Aadhar No. ………………………………………………………………………………

Mobile No.……………………………………….............................................................

**Enclose:**

1............................

2………………....