

**DAYANANDA SAGAR UNIVERSITY**  
**SCHOOL OF COMMERCE & MANAGEMENT STUDIES**  
**Bangalore-560078**

Date: .....

To,  
 The 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/REF 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	Receipt no & date	Amount
1. Library Deposit		
2. College Deposit		
Total:		
Less Dues		
a)		
b)		
Refundable balance		

Chief finance officer

Accountant

Checked by

Librarian

Note: Enclose the Following documents

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