

Library Fine Dispute

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally dispute a fine that has been charged to my account for items I believe were returned on time.

Details of the dispute are as follows:

- Library Card Number: [Your Library Card Number]
- Item Title: [Title of Item]
- Return Date: [Date of Return]
- Due Date: [Original Due Date]
- Fine Amount: [Amount of Fine]

I returned the aforementioned item on [Insert Return Date] and was under the impression that it was within the due timeframe. I kindly request a review of my account and the circumstances surrounding this fine.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]