Library Fine Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Library Name

Library Address

City, State, Zip Code

Dear [Librarian's Name or Library Administration],

I hope this message finds you well. I am writing to formally dispute a fine of [Insert Amount] that has been charged to my account for late return of [Insert Title of Book/Item] on [Insert Due Date]. Unfortunately, I am currently facing financial hardship due to [briefly explain your financial situation, e.g., loss of income, medical expenses, etc.].

Given my circumstances, I kindly request that you reconsider the fine and waive it. I have always valued the services provided by [Library Name] and have made every effort to return borrowed items on time.

Thank you for taking the time to review my request. I appreciate your understanding and support during this difficult time. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]