

Library Fine Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name/Library Staff],

I am writing to formally dispute the fine I received for the damaged item(s) associated with my library account ([Your Library Card Number]). The fine refers to [Item Title/Description], which I borrowed on [Borrow Date].

Upon returning the item, I was informed of a damage claim, which I believe to be inaccurate. As per my understanding, the item was in good condition when returned. [You may include any evidence or reasons supporting your statement, such as photos taken at the time of return, witness statements, etc.].

I kindly request a review of this fine, as I believe it to be unfair. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]