

Library Fine Dispute Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

[Library Name]
[Library Address]
[City, State, Zip Code]

Dear [Librarian's Name/Library Manager],

I am writing to formally dispute the library fine that has been charged to my account. The details are as follows:

- **Account Number:** [Your Account Number]
- **Fine Amount:** [Fine Amount]
- **Date Charged:** [Date]
- **Item in Dispute:** [Title of the Book or Item]
- **Due Date:** [Due Date]

I believe that this charge is incorrect because [provide reason for dispute, e.g., I returned the item on time, I was not informed correctly about the due date, etc.].

I kindly request that you review my account and the circumstances surrounding this charge. I have attached any relevant documents for your consideration.

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

Sincerely,
[Your Name]