

Letter of Dispute for Library Fine

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Librarian's Name]

[Library's Name]

[Library's Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I am writing to formally dispute the fine imposed on my account for a lost item, [Item Title], with the library card number [Your Library Card Number]. I understand that my account has been charged [Amount of Fine] for the loss of this item.

However, I believe there has been a misunderstanding regarding the circumstances of this situation. [Briefly explain your reason for disputing the fine, e.g., you returned the item on time, it was lost while in transit, or there were extenuating circumstances that led to the loss.]

I kindly request that you review my account and the details of this incident. I have been a loyal patron of [Library's Name] and always strive to adhere to the library policies. [Mention any relevant details, such as past borrowing history, if applicable.]

Thank you for taking the time to consider my dispute. I appreciate your assistance in resolving this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]