

Library Fine Dispute

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

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

Dear [Librarian's Name or Library Administrator],

I am writing to formally dispute the fine of [amount] associated with my library account (Account Number: [Account Number]) for the late return of [Title of the Book] due on [Due Date].

I believe this fine was issued in error as I returned the book on [Return Date], which is within the compliance period stipulated by library policies. Attached with this letter is a copy of the proof of compliance, including my checkout receipt and any transactions referenced.

I kindly request that you review this information and reconsider the fine imposed. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

Attachments:

1. Proof of Checkout Receipt
2. [Any additional proof]