

# Subject: Dispute of Library Fine

Date: [Insert Date]

Dear [Librarian's Name/Library Manager],

I hope this message finds you well. I am writing to formally dispute the fine that has been imposed on my library account due to the late return of [insert item(s) title(s)], which was due on [insert due date].

I acknowledge that the item was returned late; however, I would like to explain the circumstances surrounding this situation. [Briefly explain your reason, e.g., illness, family emergency, misunderstanding of due date, etc.]. As a regular patron of the library, I value the services and resources provided, and this incident does not reflect my usual borrowing habits.

Considering these circumstances, I kindly request a reduction or waiver of the fine. I appreciate your understanding and consideration of my situation.

Thank you for your time, and I look forward to your positive response. Please feel free to contact me at [your phone number or email] for any further information.

Sincerely,

[Your Name]

[Your Library Card Number]

[Your Address]

[City, State, Zip]