

# Library Fine Dispute

Date: [Insert Date]

To,

[Librarian's Name]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I am writing to formally dispute the fine of [Insert Amount] dated [Insert Date] regarding unrecorded returns for the items checked out under my library account (Account Number: [Your Account Number]).

I returned the items on [Insert Return Date] to the [Insert Return Location] and believe there may have been an oversight in processing these returns. As a loyal patron of the library, I have always adhered to the borrowing policies and made my returns on time.

I kindly request a review of my account and the circumstances surrounding the fine. I am hopeful for a resolution that reflects my history as a responsible library user.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]