

# Letter of Inquiry for Lost Book Return

Date: [Insert Date]

To: [Insert Library Name]

Address: [Insert Library Address]

Dear [Librarian's Name],

I hope this message finds you well. I am writing to inquire about a book that I believe I have misplaced while borrowing from your esteemed library. The details of the book are as follows:

- Title: [Insert Book Title]
- Author: [Insert Author's Name]
- ISBN: [Insert ISBN]

I last remember having the book on [Insert Date] and I have searched extensively for it but have been unable to locate it. I would appreciate any guidance you can provide regarding the process of reporting a lost book and any potential fees that may apply.

Thank you for your assistance in this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]