

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Library/Institution's Name]

[Library/Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance in retrieving a book that I have lost. The details of the book are as follows:

Title: [Book Title]

Author: [Author Name]

ISBN: [ISBN Number]

Library Card Number: [Your Library Card Number]

I last had this book checked out on [Date Checked Out] and, despite my best efforts to locate it, I have been unable to find it. I would like to inquire about the possibility of replacing or retrieving this item, and I am willing to abide by any fees or policies in place regarding lost items.

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

Sincerely,

[Your Name]