



Application for claiming and renewing a book from MBM University Library:

Date:

To

The Librarian,
MBM University Library,
Ratanda Jodhpur.

Subject: Application for Book Claim and Renewal

Dear Sir/Madam,

I hope you are doing well. I am, a student of.....with Roll Number I had borrowed the following book(s) from the library:

- Book Title:**
Author:
Borrow Date:
Due Date:

I would like to request the renewal of the book(s) for an additional period, as I need more time to complete my reference work. I assure you that the books will be returned on or before the revised due date.

Additionally, I would also like to claim/reserve the following book, which is currently unavailable in the library:

- Book Title:**
Author:

I will be grateful for your assistance in this regard. Please let me know if any further information is required.

Thank you for your support.

Yours sincerely,

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