

To,
The Principal,
Dr. Abhijit N. Banubakode
MET Institute of Computer Science
Bandra West, Mumbai

Subject: Request for lost Library Deposit Receipt

Respected Sir,

I hope this letter finds you in good health and high spirits. I am writing to bring to your attention an unfortunate incident regarding the original library deposit receipt that I have misplaced.

I, Shourya Sood, Roll No. **844**, was currently enrolled in MCA at MET ICS. As part of the administrative requirements, I need to present the original library deposit receipt to obtain a copy of my documents from the college.

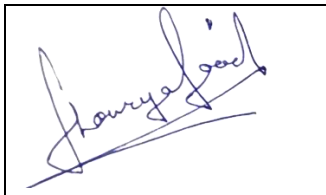
However, regrettably, despite exercising utmost care, I seem to have lost the aforementioned receipt. I understand the importance of adhering to the college's protocols and hence, I am writing to seek your assistance in this matter.

I kindly request your approval for my misplaced library slip to be skipped so that I can fulfill the necessary documentation process without further delay.

I am willing to provide any additional information or documentation required to facilitate this request. Your understanding and prompt attention to this matter is highly appreciated by me.

Thank you for your time and consideration.

Yours sincerely,



Shourya Sood
Roll No. 844
MET Institute of Computer Science