

Dated

To

The Librarian
State Central Library
Meghalaya, Shillong.

Subject : Withdrawal of Membership

I hereby apply for withdrawal of membership from the Library and request you to find to refund the Security Deposit.

I enclose herewith the Readers Tickets and the money issued against depoposit / is lost.

I declare that there is no books outstanding against the membership.

I authorize _____ of _____ to receive the payment.

The money may be remitted to the address given below on usual terms.

Yours Faithfully

Signature _____

Name _____

Address _____

For

Name _____

Address _____

Enclosure:

Reader's Ticket No. _____

Money Receipt No _____

Received from the Librarian, State Central Library, Shillong, a sum of Rs. _____

(Rupees _____) only, as refund of security deposit against Membership No. _____.

Signature _____

Name _____

Address _____

For

Name _____

Address _____

Received one application of Membership No. _____. The Security to be refunded on collection from Treasury.

Librarian,
State Central Library,
Meghalaya, Shillong.