

Date:

Invoice #:



Lost Items Invoice Letter

To:

Library Name

Address

City, Province

Postal Code

Phone Number

RE: Lost Item

The following item was lost by one of your patrons:

Title:

Item Barcode:

Call#:

Patron:

Patron Barcode:

Patron Phone:

Cost:

We would appreciate you submitting payment for this item. Please make the check payable to the library below. Thank you.

Sincerely,

Library Name

Address

City, Province

Postal Code

Phone Number