



GOVERNMENT OF MAHARASHTRA
ISMAIL YUSUF COLLEGE OF ARTS, SCIENCE AND COMMERCE
JOGESHWARI (EAST), MUMBAI - 400 060.

Email : principaliyc@rediffmail.com

Website : www.ismailyusufcollege.ac.in

From: <Name of the faculty and
residential address with Pin Code>

Date:

To

The Respected Principal

Ismail Yusuf College of Arts, Science and Commerce,
Jogeshwari-East, Mumbai-60.

Subject: Library membership request for the academic year: _____

Reference: CHB/ Contractual Faculty in the Dept. of _____

Respected Sir/ Madam

I am teaching on Clock-Hour-Basis/ Contract basis in the department of _____ in your college for this academic year: _____ and my name is _____

I request you to permit use of the college's library to issue books required for teaching my subject. I will abide all rules and regulations of the Library. I will return the borrowed books before the end of the second term or if I will resign before that.

Yours faithfully

(Signature)

Name of the faculty:

Department:

Contact no. _____, email address: _____

Forwarded by: <Head of the Department: with signature and date>