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Memo. No. MCL/2014/

Date _____

From : *Sri Pradip Chandra Das*

Librarian

Majuli College, Kamalabari

To,

Dr./Mr./Mrs.

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Sub : **Regarding seeking recommendation for Library books.**

Sir/Madam,

I would like to inform you that we are in a position to procure a few books for use of faculty members and students. I therefore, request you to submit a list of books in order of preference for the session 2014-15 and 2015-16 in advance. The recommendation should come from the department in both print and e-mail before 30th June 2014 (librarian.mcl@gmail.com) in a given format supplied from the Library herewith this letter. Please visit the library portal of www.majulicollege.org for pdf. Expecting your early response and needful in this regard. If you have any question, please feel free to e-mail us.

Thanking you,

Yours faithfully

Copy to :

1. The Principal, Majuli College, Kamalabari.
2. Library file.

(Pradip Chandra Das)

Librarian

Majuli College Library

N.B.: (1) Please help us by sending a copy of the recommendation list through the librarian.mcl@gmail.com
(2) Please ignore if already submitted the 6th semester books list.

