memo

Date: November 10, 2021

To: [library name]

From: [Staff name, position]

RE: [Library name] item missing

The attached [NOTE ITEM FORMAT] was returned to our library missing [NOTE MISSING PART].

The item cannot circulate in this condition. Please check with your patron to see if they can locate the [NOTE MISSING PART]. We did not add the charge to the patron record. If you wish to charge your patron, you can add the charge. Please send payment to [library name], **ATTN: [Staff name]**

[Title]

[barcode]

The replacement cost is: **$x.xx**

[Library name]

[Library address]