

You borrowed some books from your school or college library. Unfortunately you have to go away to visit a sick relative and cannot return the books in time. Write a letter to the library. Explain what has happened and tell them what you want to do about it.

Dear Sir or Madam,

I am writing this letter to explain why I have been unable to return the three books have out on three-day loan, which are now overdue.

After taking the books out on 16th March, I had an urgent phone call from my elderly aunt's neighbour to say that my aunt had had a fall and had been taken into hospital. I am her only surviving relative in this country, so I felt I had to go and see her immediately. I travelled down to Surrey the following morning, thinking I would stay for only two or three days.

Unfortunately, my aunt's condition has only improved very slowly, so I have had to stay here longer than expected. However, the hospital says that if all goes well, she should be able to go home in two or three days' time, in which case I will be back at the beginning of next week.

Dealing in mind the circumstances I trust you will kindly waive any fines that may have accumulated.

Yours sincerely