Sample To the head of the library

Beysembaeva B.O.

Doctoral student

of the Department of TE&LS

Georgiadi I.V.

Temirtau city,

Chokan Valikhanov st.,

h.15/3, app. 7

Memo

05.12.2019

I ask you to accept a free book in the amount of 1 copy at the price of 1500 tenge as a gift to the library fund on a gratuitous basis.

Signature Full Name of the head of the department

Additional information: The memo must include a copy of the identity card of the person who donates the book to the library.

Send the electronic version of the book to the corporate mail of the library library\_ktu[@mail.ru](mailto:@mail.ru).