NSYSU Library return deposit affidavit

I (Full Name: ; Passport Number: ) applied for library card, and handed in 3000NT for deposit. Now I want to refund the deposit. However I lost the original deposit receipt. Please give permission to refund the deposit. I guarantee that I will not ask for deposit back again if I find that receipt.

To

NSYSU Library

Name：

Passport No.：

Address：

Phone number：

Date:　　　　　　　(y)　　　　　(m)　　　　　(d)