

# Application for New Club Membership Card

Date: [Insert Date]

To,

The Membership Coordinator,  
[Club Name]  
[Club Address]

Dear [Membership Coordinator's Name],

I am writing to formally request a new membership card for [Your Name], as I have unfortunately lost my original card. My membership ID is [Membership ID].

I have searched extensively for my card but have been unable to locate it. I understand the importance of keeping membership cards secure and apologize for any inconvenience this may cause.

Please let me know the process for obtaining a replacement card and any associated fees. I appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Contact Number]  
[Your Email Address]