

Club Membership Card Reissue Request

Date: [Insert Date]

To,

Membership Department,
[Club Name]
[Club Address]

Dear [Membership Coordinator's Name],

I hope this message finds you well. I am writing to formally request the reissue of my club membership card. Unfortunately, I have lost my original card and would like to receive a replacement at your earliest convenience.

Below are my membership details:

- Full Name: [Your Full Name]
- Membership ID: [Your Membership ID]
- Contact Number: [Your Contact Number]
- Email Address: [Your Email Address]

I would appreciate your assistance in processing my request. If there are any forms or fees required for the reissue, please do let me know.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Address]