

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

Membership Department  
[Organization Name]  
[Organization Address]  
City, State, Zip Code

Subject: Submission of Documents for Membership Card Replacement

Dear Membership Department,

I am writing to formally request a replacement for my membership card, as my original card has been lost/damaged. My membership details are as follows:

- Membership ID: [Insert Membership ID]
- Full Name: [Insert Full Name]
- Membership Type: [Insert Membership Type]

Attached to this letter, you will find the required documentation for processing the replacement. Please let me know if any further information is needed.

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

Sincerely,  
[Your Name]