

Notification of Stolen Membership Card

Date: [Insert Date]

To: [Club Name]

Address: [Club Address]

Dear [Club Manager's Name],

I am writing to formally notify you that my club membership card has been stolen. The incident occurred on [insert date of incident], and I have already reported it to the local authorities.

My membership details are as follows:

- Name: [Your Name]
- Membership Number: [Your Membership Number]
- Contact Information: [Your Phone Number and Email Address]

I kindly request the cancellation of my current membership card and the issuance of a replacement at your earliest convenience. Please let me know if you require any further information or documentation related to this matter.

Thank you for your attention to this urgent request.

Sincerely,

[Your Name]