

Request for Duplicate Club Membership Card

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Club Name]

[Club Address]

[City, State, ZIP Code]

Dear [Club Secretary/Manager],

I hope this message finds you well. I am writing to request a duplicate of my club membership card as I have misplaced my original card. My membership details are as follows:

- Full Name: [Your Full Name]
- Membership ID: [Your Membership ID]
- Date of Joining: [Date of Joining]

I understand that there may be a fee for issuing a duplicate card, and I am willing to cover any associated costs. Please let me know the process to receive my duplicate card at your earliest convenience.

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

Sincerely,

[Your Name]