Library Membership Application

Date:
To,
The Librarian,
[Library Name]
[Library Address]
Dear Sir/Madam,
I am writing to apply for a library membership as a new resident of [City/Town Name]. I am an avid reader and would love to access the resources and services provided by your esteemed library.
Personal Details:
Name:
Address:
Date of Birth:
Email:
Phone Number:
As a resident of [City/Town Name], I believe that being a member of your library will greatly benefit my personal development and education.
Please let me know the necessary steps to complete this application. I have attached a copy of my identification and proof of residence for your reference.
Thank you for considering my application. I look forward to your positive response.
Sincerely,
[Your Name]