

# Library Membership Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

The Librarian,

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I hope this letter finds you well. I am writing to request the renewal of my library membership, which is set to expire on [Expiration Date]. My membership ID is [Your Membership ID].

I have greatly enjoyed the resources and services provided by [Library Name] and would like to continue my membership to access the valuable materials available.

Please let me know if there are any forms or fees associated with the renewal process, and I will be happy to comply promptly.

Thank you for your assistance.

Sincerely,

[Your Name]