

Library Membership Renewal Request

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to request the renewal of my child's library membership. My child, [Child's Name], holds a membership number [Membership Number], which is set to expire on [Expiration Date].

We have greatly enjoyed the resources and activities your library offers, and my child has benefited immensely from the numerous books and programs available. We would like to continue having access to the library and its services.

Please let us know the necessary steps to proceed with the renewal process. If there are any fees or documents required, kindly inform me at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]