# Library Account Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]


To,

The Librarian

[Library Name]

[Library Address]

[City, State, Zip Code]


Dear [Librarian's Name],

I am writing to formally request the cancellation of my library account with the number [Your Account Number].

Due to [brief reason for cancellation], I no longer require access to the library's services.

Please let me know if there are any further steps I need to take or if any information is required from my side to process this cancellation.

Thank you for your assistance.


Sincerely,

[Your Name]