

Library Card Replacement Request

Date: [Insert Date]

To: [Library Name]

Address: [Library Address]

Dear [Librarian's Name],

I am writing to request a replacement library card due to a change of address. My previous address was:

[Old Address]

My new address is:

[New Address]

My library account number is: [Account Number]

Please let me know if you need any further information or documentation to process this request. I appreciate your assistance in updating my account details.

Thank you,

[Your Name]

[Your Contact Information]