

Library Card Replacement Request

Date: [Insert Date]

To: [Library Name]

[Library Address]

Dear [Librarian's Name/Library Staff],

I hope this message finds you well. I am writing to request a replacement for my library card, which has unfortunately become damaged. The details of my account are as follows:

Name: [Your Full Name]

Library Card Number: [Your Card Number]

Contact Information: [Your Phone Number or Email]

The card has sustained damage that renders it unreadable. I kindly ask for your assistance in issuing a new card at your earliest convenience. I am happy to provide any additional information you may require.

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

Sincerely,

[Your Name]

[Your Address]