

Library Card Replacement Request

Date: [Insert Date]

To: [Library Name]

[Library Address]

[City, State, ZIP]

Dear [Librarian's Name or Library Staff],

I hope this message finds you well. I am writing to request a replacement for my library card, which has recently expired. My details are as follows:

Name: [Your Full Name]

Address: [Your Address]

Email: [Your Email Address]

Phone Number: [Your Phone Number]

Previous Library Card Number: [Your Expired Card Number]

I would appreciate your assistance in issuing a new library card at your earliest convenience. Please let me know if you need any further information or documentation to process my request.

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

Sincerely,

[Your Name]