

# Library Card Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to request a replacement for my library card, as I am a first-time user and have not received my card yet. I understand that the library card is essential for accessing library resources, and I am eager to start using the library's services.

My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Library Membership Number (if applicable): [Your Membership Number]

I would appreciate your assistance in issuing a new library card at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]