

# Library Card Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to request a replacement for my library card, which I have unfortunately lost. My library card number is [Insert Card Number].

Despite my efforts to locate it, I have been unable to find my card. I would appreciate your assistance in issuing a replacement card at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]