

# Library Card Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request a replacement for my library card due to [reason for replacement, e.g., loss, damage]. My membership details are as follows:

- Name: [Your Name]
- Membership ID: [Your Membership ID]
- Date of Birth: [Your Date of Birth]

I would also like to confirm my membership renewal, as it is due on [Insert Renewal Date]. Please let me know if there are any further steps I need to take or documents I need to provide for this process.

Thank you for your assistance!

Sincerely,

[Your Name]