

Library Card Replacement Request

Date: _____

To: [Library Name]

Address: [Library Address]

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 I have misplaced. I am a senior citizen and a member of your esteemed library.

My details are as follows:

- Name: _____
- Address: _____
- Phone Number: _____
- Email: _____
- Library Card Number (if known): _____

I kindly request a new card be issued to me at your earliest convenience. If there are any fees associated with this replacement, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]