

Library Card Replacement Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request a replacement for my library card, which was stolen on [insert date of theft]. My name is [Your Name], and my library card number is [Your Library Card Number].

I have reported the theft to the authorities and have taken the necessary steps to ensure my personal information is secure.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]