

Library Card Replacement Request

Date: _____

To: [Library Name]

Address: [Library Address]

Dear [Librarian's Name],

I am writing to request a replacement for my youth library card, which has been lost/misplaced. My name is [Your Name], and I am [Your Age] years old. My previous library card number was [Library Card Number].

As an active member of the library, I have greatly benefited from the resources and programs offered. I would like to continue utilizing these services and kindly request that a new card be issued to me at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]