

Library Access Cancellation Notice

Date: **[Insert Date]**

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Library Name]
[Library Address]
[City, State, Zip Code]

Dear [Library Director/Head Librarian],

I am writing to formally request the cancellation of my library access, effective immediately. My library account details are as follows:

Account Name: **[Your Account Name]**
Library Card Number: **[Your Library Card Number]**

Please confirm the cancellation of my access through email or mail at your earliest convenience. If there are any further steps I need to take, please let me know.

Thank you for your assistance.

Sincerely,
[Your Name]