

# Library Card Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Librarian's Name]

[Library Name]

[Library Address]

[City, State, ZIP Code]

Dear [Librarian's Name],

I am writing to formally request the cancellation of my library card (Card Number: [Insert Card Number]) due to [reason for cancellation, e.g., relocation, no longer using the library, etc.].

Please consider this letter as my official request for cancellation. I would appreciate confirmation once the process has been completed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]