

# Letter of Intent to Cancel Library Card

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Library Name

Library Address

City, State, Zip Code

Dear [Librarian's Name or Library Staff],

I am writing to formally request the cancellation of my library card (Card Number: [Your Card Number]). Due to [brief reason for cancellation, e.g., moving, lack of use, etc.], I no longer require the services provided by your library.

Please proceed with the cancellation of my account. I would appreciate a confirmation of this cancellation at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]