

Library Card Cancellation Request

Date: [Insert Date]

To,

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

Subject: Request for Library Card Cancellation

Dear [Librarian's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my library card with the following details:

- Cardholder Name: [Your Name]
- Library Card Number: [Your Card Number]

Due to [reason for cancellation], I no longer require the library services associated with my card.

I would appreciate it if you could process this cancellation at your earliest convenience. Please confirm the cancellation by replying to this email or sending a notification at the address provided below.

Thank you for your attention to this matter.

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