

Library Card Deactivation Request

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your Email: [Insert Your Email]

Your Phone Number: [Insert Your Phone Number]

Library Name: [Insert Library Name]

Library Address: [Insert Library Address]

Dear [Librarian's Name/Library Staff],

I hope this message finds you well. I am writing to formally request the deactivation of my library card, which is registered under my name [Your Name] with the library ID [Your Library ID].

The reason for this request is [briefly explain reason, e.g., relocation, loss of interest, etc.]. I would appreciate your assistance in processing this request at your earliest convenience.

Please confirm the deactivation via email or contact me at the phone number provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]