

Library Card Termination Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your library card #[Card Number] has been terminated effective immediately due to [reason for termination].

Please return any outstanding materials to the library by [return deadline] to avoid further charges.

If you have any questions or require additional assistance, feel free to contact us at [Library Phone Number] or [Library Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Address]