

# Library Card Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that your library card with the following details has been cancelled:

**Name:** [Recipient's Name]

**Library Card Number:** [Card Number]

**Reason for Cancellation:** [Reason]

If you believe this cancellation is in error or if you have any questions regarding this notice, please do not hesitate to contact us at [Library Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Library Name]

[Library Address]

[Library Phone Number]