

Request to Cancel Library Card

Date: [Current Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request the cancellation of my library card. My library card number is [Library Card Number]. Due to [reason for cancellation, e.g., moving to a new location, no longer needing library services], I no longer require access to the library.

Please confirm the cancellation of my library card at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]