

Incident Report: Lost Member Card

Date: [Insert Date]

To: [Social Club Name]

From: [Your Name]

Subject: Notification of Lost Member Card

Dear [Social Club Name],

I hope this message finds you well. I am writing to inform you about an incident regarding my member card which has been lost.

Details of the incident are as follows:

- **Member Name:** [Your Name]
- **Member ID:** [Your Member ID]
- **Date of Loss:** [Insert Date of Loss]
- **Location of Loss:** [Specify Location]

I kindly request assistance in the process of reissuing my member card. Please let me know the necessary steps I need to take to resolve this issue.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]