

# Lost Card Report

Date: [Insert Date]

To: [Social Club Name]

From: [Your Name]

Membership ID: [Your Membership ID]

Dear [Social Club Name] Team,

I am writing to formally report the loss of my membership card. Unfortunately, I discovered that my card was missing on [insert date of the incident]. I have searched thoroughly for it but have been unable to locate the card.

Please let me know the necessary steps I need to take to obtain a replacement card. I appreciate your assistance in this matter.

Thank you for your attention to this issue.

Sincerely,  
[Your Name]  
[Your Contact Information]