

Date: [Insert Date]

To: [Club Name]

Dear [Club Administrator/Member Services],

I am writing to formally notify you of the loss of my membership card for [Club Name]. My name is [Your Name], and my membership ID is [Membership ID].

I last had my card on [Date of Last Use] and realized it was missing on [Date of Discovery]. I have searched thoroughly but have been unable to locate it.

I kindly request a replacement card be issued at your earliest convenience. Please let me know if there are any fees associated with this replacement or if further information is needed from my side.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]