

Notice of Misplaced Membership Card

Dear [Member's Name],

We hope this message finds you well. We are writing to inform you that it has come to our attention that your membership card for [Club Name] may have been misplaced.

If you have indeed lost your card, please contact us at your earliest convenience so we can assist you in issuing a replacement. Your membership privileges are important to us, and we want to ensure that you can continue to enjoy all the benefits of being a member.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Position]
[Club Name]
[Contact Information]