

Report of Lost Membership Card

Date: [Insert Date]

To,

The Membership Coordinator,
[Social Club Name]
[Club Address]
[City, State, Zip Code]

Dear [Membership Coordinator's Name],

I am writing to report a lost membership card. My name is [Your Full Name], and my membership number is [Your Membership Number].

I discovered that my membership card was missing on [Date You Noticed the Card was Lost]. Despite my best efforts to locate it, I have been unable to find it.

Please advise me on the necessary steps to replace my lost card. I would appreciate your assistance in this matter.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Contact Information]
[Your Address]