

Request for Replacement Membership Card

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Social Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a replacement membership card for my membership with [Social Club Name].

Unfortunately, my original membership card was [lost/stolen/damaged] on [insert date]. I have taken the necessary steps to ensure the security of my membership, and I kindly ask for your assistance in issuing a new card.

My membership details are as follows:

- Membership ID: [Your Membership ID]
- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]