

Request Letter for Duplicate Library Card

Date

MARGIE M. EVANGELISTA
College Librarian
Navotas Polytechnic College

Dear Ma'am,

Good day!

I have lost my Library Card. My details are hereunder:

Name _____

Student Number _____ Course/Year & Section _____

Address: _____

Contact No _____

I hope that you can assist me with this request. I appreciate your time and effort to get this done for me.

(Signature over Printed Name)

Data Privacy Notice: Any and all information provided through this letter shall be used for application and record purposes only and will not be shared with any other outside parties, in compliance with Republic Act 10173 otherwise known as Data Privacy Act of 2012.