

SWAN NCOA Form Letter to Patrons



Exhibit D

Hello,

Recently the **(insert your library's name)** participated in SWAN's National Change of Address report, and we were notified that you have moved out of our service area.

While we are happy to continue to serve your library needs, you will need to get a new library card. Your new library would also like to show you the services they have to offer! Please contact the local library in the town where you have moved to get a new library card, and once you have done that, feel free to visit us anytime, as your new card will also be valid at **(insert your library's name.)** Your card will be honored at one of the many libraries that participate in the state wide reciprocal borrowing program.

If your address did not change, and you are still residing in **(insert town)**, please visit us at the **(insert library name)** and bring in the following documents **(insert your library's requirements)** to reinstate your **(insert library name)** library card.