

Membership Fee Concession Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in good health and spirits. I am writing to formally request a concession on my membership fees for [specific membership/organization name].

Due to [brief explanation of your circumstances, e.g., financial difficulties, medical expenses, etc.], I am facing challenges in meeting the full membership fee at this time. I have valued being a part of [organization name] and wish to continue my membership.

I kindly request your consideration for a concession or reduction of my membership fee. I believe that with your support, I would be able to continue participating actively in our community.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Member ID (if applicable)]