

Request for Membership Fee Forgiveness

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request forgiveness of the membership fees for [Organization Name] for the year [Insert Year]. Due to [briefly explain your circumstances, e.g., financial hardship, unexpected medical expenses, etc.], I find myself in a position where I am unable to pay the required fees.

Throughout my time as a member, I have greatly valued the resources and community that [Organization Name] provides. I have actively participated in [mention any relevant activities, contributions, or benefits gained]. It is my hope to continue being a part of this community.

I kindly ask for your understanding regarding my current situation. If possible, I would greatly appreciate the forgiveness of my membership fee for this year. This would allow me to maintain my involvement with [Organization Name] during these challenging times.

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

Sincerely,

[Your Name]