

# Request for Membership Dues Waiver

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a waiver for my membership dues for the year [insert year]. Due to [briefly explain your situation, e.g., financial hardship, job loss, personal circumstances, etc.], I am unable to make the payment at this time.

I have greatly valued my membership and the opportunities it provides. I am committed to continuing my involvement with [Organization's Name] and contributing to its mission. I would deeply appreciate your consideration of my request for a dues waiver.

Thank you for your understanding and support. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Membership ID (if applicable)]