

Letter of Notification for Membership Fee Reduction Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reduction in my membership fee for [insert membership type] due to [briefly explain reason such as financial hardship, personal circumstances, etc.].

As a dedicated member of [Organization Name], I have greatly valued the benefits and opportunities that my membership has provided. However, due to [specific details about your situation], I am currently facing challenges that make it difficult to continue at the current fee.

I kindly ask for your consideration in reviewing my request for a fee reduction. I believe that with this adjustment, I would be able to maintain my membership and continue to contribute positively to the organization.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Membership ID]

[Your Contact Information]