

Request for Alumni Association Membership

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Alumni Association Name]

[Association Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a graduate of [Your University/College Name] from the class of [Year]. I am writing to formally request membership in the [Alumni Association Name].

As a proud alumnus, I am eager to stay connected with fellow graduates and contribute to the community. I believe that joining the association will allow me to engage in meaningful networking opportunities and participate in events that celebrate our shared experiences.

Attached, you will find any required documentation, as well as my completed membership application form. I would greatly appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and assistance.

Sincerely,

[Your Name]