

Formal Inquiry for Tier Upgrade

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Club Manager's Name]

[Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Club Manager's Name],

I hope this message finds you well. I am writing to formally inquire about the possibility of upgrading my membership tier at [Club Name]. As a dedicated member since [Year], I have thoroughly enjoyed the benefits and activities offered through my current membership.

Having participated in several events and utilized the facilities, I believe that an upgrade to [Desired Tier] would enhance my experience further and allow me to contribute more to the club community.

Could you please provide information regarding the requirements, benefits, and the process for upgrading my membership tier? I would appreciate any insights you can share at your earliest convenience.

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

Sincerely,

[Your Name]