

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request verification of my membership status with [Organization Name]. My details are as follows:

- Full Name: [Your Full Name]
- Membership ID: [Your Membership ID]
- Date of Birth: [Your Date of Birth]

I would appreciate it if you could provide confirmation of my current membership status, along with any relevant details regarding the membership terms.

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

Sincerely,

[Your Name]