

# Membership Verification Notification

Date: [Insert Date]

To: [Member's Name]

Address: [Member's Address]

Dear [Member's Name],

We are writing to confirm your membership with [Organization Name]. Our records indicate that you are a valued member since [Join Date].

As part of our routine verification process, we kindly request that you verify the following information:

- Membership ID: [Membership ID]
- Email: [Member's Email]
- Phone: [Member's Phone Number]

If there are any discrepancies or if you have updated information, please contact us at [Contact Information] by [Response Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]