

Membership Freeze Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a freeze on my membership with [Company/Organization Name] due to [reason for freeze, e.g., personal circumstances, health reasons, etc.].

My membership details are as follows:

- Membership ID: [Your Membership ID]
- Start Date: [Membership Start Date]

I kindly request that my membership be frozen starting from [Start Date of Freeze] until [End Date of Freeze]. During this period, I would appreciate any confirmation regarding the status of my request.

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

Sincerely,

[Your Name]