

Membership Pause Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To:

[Membership Coordinator's Name]

[Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

Dear [Membership Coordinator's Name],

I am writing to formally request a pause in my membership with [Organization's Name] due to [brief explanation of the reason, e.g., personal circumstances, health issues, travel commitments]. My membership ID is [Your Membership ID].

I would like to request that my membership be paused from [Start Date] to [End Date]. I believe this period will allow me to [mention any relevant details about your situation].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]