

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the membership fees associated with my [type of membership] at [Organization's Name].

Having recently reviewed my account, I noticed some discrepancies in the fee structure and would appreciate your assistance in clarifying the following points:

1. What is the current membership fee for [specific type of membership]?
2. Are there any additional fees or charges that I should be aware of?
3. What is the process for renewing or upgrading my membership?

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

Sincerely,

[Your Name]