

Club Participant Details Amendment

Date: [Insert Date]

To: [Club Name]

From: [Your Name]

Subject: Amendment of Participant Details

Dear [Club Coordinator's Name],

I hope this message finds you well. I am writing to request an amendment to my participant details in your records as follows:

Current Details:

Name: [Current Name]

Email: [Current Email]

Phone Number: [Current Phone Number]

Amended Details:

Name: [New Name]

Email: [New Email]

Phone Number: [New Phone Number]

Please let me know if any further information is required to process this amendment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Membership ID]