

Notification of Intent to Apply for Organizational Membership

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of our intent to apply for organizational membership with [Recipient's Organization]. We believe that joining your esteemed organization would provide us with valuable opportunities for collaboration and contribution to the goals of [Organization's Mission/Focus].

Our organization, [Your Organization], has been actively involved in [Brief Description of Your Organization's Purpose and Activities] for [Number of Years]. We are particularly interested in [Specific Interests Related to the Recipient's Organization].

We will be preparing our application and gathering the necessary documentation for submission by [Expected Submission Date]. Should you require any further information or have specific guidelines for the application process, please do not hesitate to reach out.

Thank you for considering our intent to join your organization. We look forward to the possibility of being part of [Recipient's Organization].

Sincerely,

[Your Name]
[Your Position]
[Your Organization]