

Formal Request for Annual Membership Fee Relief

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request relief from the annual membership fee due to [briefly explain your reason, e.g., financial hardship, unforeseen circumstances, etc.]. As a dedicated member of [Organization Name], I value the resources and community that it offers.

Given my current circumstances, I am hoping to receive a reduction or waiver of the membership fee for this year. This support would greatly assist me in continuing my engagement with [Organization Name] without interruption.

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

Sincerely,

[Your Name]