

[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 confirm my membership and kindly request my membership number for future reference.

I have been a member since [Join Date] and have greatly appreciated the benefits and support from [Organization's Name].

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

Sincerely,
[Your Name]