

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization/Church]
[Church Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a membership letter that will confirm my eligibility to enter the [specific LDS temple name] for ordinances. As an active member of The Church of Jesus Christ of Latter-day Saints, I would like to ensure that my membership status is accurately documented.

My details are as follows:

- Full Name: [Your Full Name]
- Membership Record Number: [Your Record Number]
- Date of Birth: [Your Date of Birth]
- Ward/Stake: [Your Ward/Stake Name]

Please let me know if you require any additional information or if there are specific procedures I should follow in obtaining this letter. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]