

[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],

Subject: Membership Verification Request

I hope this letter finds you well. I am writing to formally request verification of my membership status with [Organization's Name], as I need this information for [reason for verification, e.g., a new job, insurance, etc.].

My membership details are as follows:

- Full Name: [Your Full Name]
- Membership ID: [Your Membership ID]
- Date of Joining: [Joining Date]

I kindly ask that you confirm my membership status at your earliest convenience. If you require any additional information, please do not hesitate to reach out to me.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]