

[Your Name]
[Your Title/Position]
[Your Organization Name]
[Your Organization Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization Name]
[Recipient's Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: YNA Membership Verification

I am writing to confirm that [Member's Name] is a member of [Your Organization Name] and holds [Title/Position] within the organization. [He/She/They] has been a member since [Joining Date] and is an active participant in our programs and activities.

If you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization Name]