

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

Membership Coordinator

[YMCA Name]  
[YMCA Address]  
[City, State, ZIP Code]

Dear Membership Coordinator,

I hope this letter finds you well. I am writing to request a membership at the [specific YMCA location] for myself and my family.

We are interested in exploring the various programs and facilities that the YMCA offers, including fitness classes, swimming, and community events.

Please provide me with information regarding membership options, fees, and any available promotions. Additionally, I would appreciate details about the application process.

Thank you for your assistance. I look forward to becoming a part of the YMCA community.

Sincerely,  
[Your Name]