

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[YMCA Location]
[YMCA Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Corporate Membership Inquiry

I hope this message finds you well. I am writing to inquire about the corporate membership options available at the YMCA for our organization, [Your Organization's Name].

We are interested in understanding the benefits, pricing, and any additional requirements associated with enrolling our team members in a corporate membership.

[Optional: Briefly mention your organization's mission or employee wellness initiatives to personalize the message.]

Please provide us with the necessary information at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]