

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

Dear [YMCA Membership Coordinator/Manager's Name],
I hope this message finds you well. I am writing to formally request an upgrade to my current YMCA membership, account number [Your Membership Number].

After experiencing the many benefits of being a member, I would like to consider upgrading to [Desired Membership Type, e.g., family membership, premium membership] to take advantage of the additional facilities and services offered.

Please let me know the necessary steps to proceed with this upgrade, including any changes in fees and the process for making the transition. I look forward to hearing from you soon.

Thank you for your assistance.

Sincerely,
[Your Name]