

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

Subject: Membership Verification Request

Dear [YMCA Membership Coordinator's Name],

I hope this letter finds you well. I am writing to request verification of my YMCA membership. Below are my membership details:

- Member Name: [Your Full Name]
- Membership ID: [Your Membership ID]
- Membership Type: [Type of Membership]
- Join Date: [Date of Membership Start]
- Expiration Date: [Date of Membership Expiration]

I would appreciate it if you could confirm the status of my membership at your earliest convenience. Please feel free to contact me via email or phone if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]