**NEW MEMBERSHIP LETTER**

Date: \_\_\_\_\_ **(Date on Which Letter is Written)**

To,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

**Subject:  Membership letter**

Dear \_\_\_\_\_ **(Sir or Madam)**

I, Mr. ………………. **(Name of the sender)**, am writing this letter to you to grant me membership of the club located at…. **(The venue of the club)**. As I have recently shifted to this complex, I would like to become a member of the club. I have seen many activities taking place there from time to time, and also, I heard many people talking about how well everything is organized in there. You being the president of the club, I would like it if you would be so kind as to issue a membership card as soon as possible for me and also let me know the payment details of the same.

Yours Truly,

Name of the person

Sign of the person