

Formal Membership Transfer Letter

Subject: Request for Membership Transfer

Dear [Organization Name] Management,

I am writing to request the transfer of my membership from [Current Member ID/Branch] to [New Branch or Member ID]. My membership details are as follows:

- Member Name: [Your Name]
- Membership ID: [Your Membership ID]
- Current Branch/Section: [Current Branch]
- Requested Branch/Section: [New Branch]

The reason for this transfer is [reason, e.g., relocation, convenience]. I kindly request that you process this transfer at the earliest convenience and provide confirmation once it is completed.

Attached are any supporting documents required for verification.

Thank you for your attention and assistance.

Sincerely,

[Your Name]

[Contact Information]

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