

Casual Email for Membership Transfer

Subject: Membership Transfer Request

Hi [Membership Coordinator],

I hope you are doing well! I would like to request a transfer of my membership from [Current Branch] to [New Branch]. My membership ID is [Membership ID]. The reason for the transfer is [reason, e.g., relocation or convenience].

Please let me know if you need any additional details or documents from my side.

Thanks so much!

[Your Name]

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