

Official Membership Transfer Letter for Club

Subject: Membership Transfer Request “ [Membership ID]

Dear [Club Secretary/Manager],

I am requesting the official transfer of my membership from [Current Chapter/Branch] to [New Chapter/Branch]. This transfer is necessitated by [reason such as relocation or job assignment]. All dues have been cleared and required documentation is attached.

I kindly request you to update your records and confirm the completion of this transfer.

Thank you for your support.

Yours faithfully,

[Your Name]

[Membership ID]

[Contact Information]

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