

Date: \_\_\_\_\_

To,  
[Member's Name]  
[Member's Address]

**Subject:** Membership Acceptance Letter

Dear [Member's Name],

We are pleased to inform you that your application for membership has been accepted. Welcome to [Organization/Club Name]. We look forward to your active participation and valuable contribution.

Please find your membership details as follows:

- Membership No.: \_\_\_\_\_
- Membership Type: \_\_\_\_\_
- Valid From: \_\_\_\_\_

Kindly adhere to the rules and regulations of our organization at all times. Feel free to contact us for any assistance.

Congratulations and welcome aboard!

Sincerely,

\_\_\_\_\_  
[Authorized Signatory]  
[Designation]  
[Organization/Club Name]