To,

[Name of Recipient]

[Recipient’s Designation]

[Name of Club]

Date:

**Subject: Letter of Inquiry for Club Membership**

Dear Mr./Mrs. [Name of Recipient],

Few days ago, I cam to know about your Club and I found out that the activities your club caters are pretty much of my interest and liking. So, that’s why I am writing this letter to inquire about how I can apply to be a member of your club.

I am very interested in joining this community and would definitely want to take active part in all the activities that are carried out here. So, I would appreciate it if you could tell me about your entrance qualifications, fees, subscriptions etc.

Yours Sincerely,

[Sender Name]

[Sender Contact Details]