

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Aquatic Center Name]  
[Center Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As the expiration date of my membership approaches, I would like to take this opportunity to renew my membership at [Aquatic Center Name].

My current membership details are as follows:

- Name: [Your Name]
- Membership Type: [Type of Membership]
- Membership Number: [Membership Number]
- Expiration Date: [Expiration Date]

I have thoroughly enjoyed my time at the center and would love to continue accessing the facilities and programs. Please let me know the renewal process and any necessary fees involved.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,  
[Your Name]