

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

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally renew my membership with the [Organization Name] for the upcoming year. My membership ID is [Membership ID], and my previous membership term expired on [Expiration Date].

I have greatly benefited from my membership and appreciate the opportunities it has provided. I would like to continue participating in the activities and events offered by the organization.

Enclosed, please find my renewal payment of [Amount] made via [Payment Method].

Thank you for your attention to this matter. I look forward to another year of engagement with the [Organization Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]