

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

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

Dear [Recipient's Name],  
Subject: Membership Renewal

I hope this message finds you well. I am writing to formally renew my membership with [Organization's Name]. My membership ID is [Membership ID].

I would like to confirm my commitment to the organization's mission and values, and I look forward to continuing my involvement. Please find my payment information and any necessary documentation attached for your convenience.

Thank you for your assistance. If you require any further information, please do not hesitate to contact me.

Warm regards,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Membership ID]