

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

Iyengar Yoga Institute  
[Institute Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Membership Renewal

I hope this message finds you well. I am writing to formally request the renewal of my membership at the Iyengar Yoga Institute. My membership details are as follows:

- Name: [Your Name]
- Membership ID: [Your Membership ID]
- Expiration Date: [Current Membership Expiration Date]

I have greatly enjoyed my time at the institute and would like to continue my practice and participation in the community. Please let me know the steps needed for the renewal process, including any required documents and fees.

Thank you for your attention to this matter. I look forward to your prompt response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]