

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

Dear [Member Name/Manager's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my membership with [LLC Name]. My membership ID is [Membership ID or Number], and the renewal period is due on [Renewal Date].

Please let me know if there are any forms or fees that I need to complete or pay to finalize this renewal. I would appreciate your assistance in ensuring that my membership remains active.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]