

[Your Organization's Letterhead]

[Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

Subject: Acknowledgment of Membership Renewal

We are pleased to acknowledge the receipt of your membership renewal for the year [Year]. Thank you for your continued support and commitment to [Organization's Name].

Your renewed membership will be effective from [Start Date] to [End Date]. As a member, you will continue to enjoy the benefits of [list benefits, e.g., newsletters, events, discounts, etc.].

Should you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for being a valued member of [Organization's Name].

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Contact Information]

[Organization's Website]