

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

[Member's Name]
[Member's Address]
[City, State, Zip Code]

Dear [Member's Name],

We hope this message finds you well. As your membership with [Organization Name] is set to expire on [Expiration Date], we would like to remind you to renew your membership to continue enjoying the benefits we provide.

To renew your membership, please visit [Website URL] or call us at [Phone Number]. Your renewal fee of [Renewal Fee Amount] can be processed online or via mail at the address above.

Thank you for being a valued member of our community. We greatly appreciate your support and look forward to serving you in the year ahead.

Best regards,

[Your Name]
[Your Title]
[Organization Name]