

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

Dear [Club Membership Coordinator/Manager's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my membership with [Club Name]. My membership ID is [Your Membership ID] and it is set to expire on [Expiration Date].

I have thoroughly enjoyed being a part of the club and would like to continue participating in the activities and events offered. Please let me know the necessary steps to complete my membership renewal, including any updates to the fees or policies.

Thank you for your assistance. I look forward to continuing my membership with [Club Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]