

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

[Recipient's Name]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of my membership with [Organization's Name], which is set to expire on [Expiration Date].

Over the past year, I have greatly benefited from the services and resources provided by your organization, and I would like to continue my membership to stay engaged and support the initiatives that [Organization's Name] stands for.

Please let me know if any additional information or documentation is required for the renewal process. I am looking forward to continuing my association with [Organization's Name].

Thank you for your attention to this matter. I appreciate your assistance and prompt response.

Sincerely,

[Your Name]
[Your Membership Number (if applicable)]