

[Your Organization's Letterhead]

[Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

Subject: Membership Renewal Reminder

We hope this message finds you well. As a valued member of [Organization Name], we want to remind you that your membership will be up for renewal on [Renewal Date]. Your continued support is vital to our mission and helps us [briefly mention what the organization does].

To renew your membership, please visit [Renewal Link/Website] or contact us at [Phone Number/Email Address]. We offer several membership options to suit your needs.

Thank you for being a part of our community. We look forward to your continued involvement!

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]