

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

[Membership Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Membership Coordinator's Name],

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

I have greatly benefited from being a member of [Organization Name], participating in [briefly mention any activities, services, or benefits you have engaged with].

Enclosed, please find my payment for the renewal fee of [Renewal Fee Amount].

Thank you for your attention to this matter. I look forward to continuing my membership with [Organization Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosure: Payment or any required documents]