

[Your Organization's Logo]  
[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 a valued member of [Your Organization's Name], we would like to take this opportunity to remind you that your membership is up for renewal on [Renewal Date].

Your continued support allows us to [briefly mention what the organization does or its mission] and we greatly appreciate your involvement in our community.

To renew your membership, please visit [Renewal Link/Website] or contact us at [Contact Information]. The renewal fee is [Amount], and it will ensure that you remain eligible for [mention any member benefits or services].

We are excited to continue this journey with you and look forward to providing even more [mention future plans, events, or benefits] in the coming year.

Thank you for being a cherished member of [Your Organization's Name].

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization's Name]