

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my intention to renew my membership with [Organization's Name] for the upcoming year. My membership ID is [Membership ID]. I have greatly appreciated the benefits and opportunities provided through my association with [Organization's Name], and I look forward to continuing my engagement. Please let me know if there are any forms or fees required for the renewal process. I would like to ensure that my membership remains active without interruption.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Contact Number]