

[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 message finds you well. I am writing to request the renewal of my membership with [Organization Name]. My membership ID is [Your Membership ID], and it is set to expire on [Expiration Date].

I have greatly enjoyed the benefits and opportunities provided by [Organization Name] over the past year, and I would like to continue my support and involvement.

Please let me know the necessary steps to complete my renewal and if there are any changes to the membership fees or benefits.

Thank you for your assistance. I look forward to your prompt response.

Warm regards,

[Your Name]
[Your Signature (if sending a hard copy)]