

[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 your membership with [Organization Name] is set to expire on [Expiration Date], we would like to remind you to renew your membership to continue enjoying the benefits and services we offer.

Your membership provides you with [list key benefits or services], and your support is vital for our mission.

To renew, please visit [website link] or contact us at [phone number/email address]. The renewal fee is [fee amount], and we encourage you to renew by [renewal deadline] to avoid any interruption in your membership.

Thank you for being a valued member of [Organization Name]. We look forward to your continued support.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]