

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

Membership Department

[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear Membership Coordinator,

I hope this message finds you well. I am writing to request the renewal of my membership with [Organization Name], which is set to expire on [expiration date].

My membership details are as follows:

- Member ID: [Your Member ID]
- Name: [Your Full Name]

I would like to continue my membership for [specific duration, e.g., one year] and would appreciate any confirmation or instructions necessary to complete this process.

Thank you for your assistance. I look forward to continuing my association with [Organization Name].

Sincerely,  
[Your Name]