

[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/Organization Name],
I hope this letter finds you well. I am writing to formally renew my membership with [Membership Organization Name]. My membership ID is [Your Membership ID], and I have greatly enjoyed being a part of this community.

As my membership is set to expire on [Expiration Date], I would like to confirm my intent to renew it for another year. Please find enclosed a check for the renewal fee of [Renewal Fee Amount].

Thank you for your attention to this matter. I look forward to continuing my association with [Membership Organization Name] and participating in the exciting opportunities that lie ahead.

Sincerely,

[Your Name]
[Your Membership ID]