

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

Membership Department
Youth Hostels Association (YHA)
[Association Address]
[City, State, Zip Code]

Dear Membership Department,
Subject: Membership Renewal

I hope this letter finds you well. I am writing to request the renewal of my YHA membership, which is due to expire on [Expiration Date]. My membership number is [Your Membership Number].

I have thoroughly enjoyed the benefits and opportunities provided by YHA over the past year and look forward to continuing my membership. Please find attached a copy of my previous membership card along with the payment for the renewal fee.

Should you require any additional information or have any questions regarding my renewal, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to receiving confirmation of my renewed membership.

Warm regards,

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