

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally renew my membership with the [Organization Name] for the upcoming year.

My membership details are as follows:

- Member ID: [Your Member ID]
- Membership Type: [Individual/Family/Student, etc.]

I have greatly enjoyed the benefits of being a member and would like to continue my support and involvement with the organization.

Enclosed, please find my renewal payment of [Amount] via [check/credit card/cash] to cover the membership fee.

Thank you for your attention to this matter. I look forward to another year of being an engaged member of [Organization Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]