

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

YMCA Membership Office  
[YMCA Location Address]  
[City, State, Zip Code]

Dear YMCA Membership Team,

I hope this letter finds you well. I am writing to formally request the renewal of my YMCA membership, which is set to expire on [Expiration Date]. My membership ID is [Membership ID].

I have greatly enjoyed my time at the YMCA and appreciate the facilities and programs offered. I would like to continue my membership and remain an active participant in the community.

Please let me know the renewal process and any necessary documentation or payments required. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]