

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

Dear [YMCA Membership Coordinator],

Subject: YMCA Membership Renewal

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

My membership details are as follows:

- Name: [Your Full Name]
- Membership Number: [Your Membership Number]
- Membership Type: [Type of Membership]

I have greatly enjoyed my time at the YMCA and would like to continue taking advantage of the facilities and programs offered. Please let me know the renewal process and if any additional information or payment is required on my part.

Thank you for your assistance. I look forward to continuing my membership at the YMCA.

Sincerely,  
[Your Name]