

[Your Organization's Letterhead]

[Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

We hope this message finds you well! As we approach the end of the membership year, we want to take a moment to thank you for being a valued member of [Organization's Name]. Your support has made a significant impact in [mention specific initiatives, programs, or contributions].

We are writing to remind you that your membership will be up for renewal on [Renewal Date]. To continue enjoying the benefits of membership - including [list key benefits, e.g., access to exclusive events, newsletters, discounts, etc.] - we invite you to renew your membership for another year.

Please visit [website link or instructions] to complete your renewal.

Should you have any questions or need assistance, feel free to reach out to us at [contact information].

Thank you for your continued support, and we look forward to another great year together!

Warm regards,

[Your Name]

[Your Title]

[Organization's Name]

[Phone Number]

[Email Address]

[Website URL]