

Alumni Association Membership Fee Payment

Date: [Insert Date]

Dear [Alumnus Name],

We hope this message finds you well. As a valued member of our Alumni Association, we would like to remind you of your annual membership fee of [Insert Fee Amount].

Your continued support is vital in helping us organize events and initiatives that benefit our alumni community.

Please make your payment by [Insert Deadline] to ensure your membership remains active. Payment can be made via [Insert Payment Methods].

Thank you for your ongoing commitment to our alumni community. If you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Alumni Association Name]