

Dear [Alumni Name],

We hope this message finds you well. As a valued member of the [University/College] Alumni Association, we would like to remind you that your membership is due for renewal.

Your continued support plays a vital role in fostering connections among our alumni community, providing career resources, and organizing enriching events. We would be grateful to have you continue as a member.

Membership Renewal Details

- **Membership Type:** [Type e.g., Individual, Family]
- **Annual Fee:** [Amount]
- **Renewal Due Date:** [Due Date]

To renew your membership, please visit our website at [Website URL] or contact us at [Contact Email or Phone Number].

Thank you for your continued support, and we look forward to welcoming you back for another year of engaging experiences and valuable connections!

Sincerely,

[Your Name]

[Your Title]

[Alumni Association Name]