

# Membership Expiration Follow-Up

Dear [Member Name],

We hope this message finds you well. We are reaching out to remind you that your membership with [Organization Name] is set to expire on [Expiration Date]. We appreciate your support and involvement with us over the past year.

To continue enjoying the benefits of being a member, we encourage you to renew your membership before the expiration date. By renewing, you will continue to have access to [list of benefits] and stay updated with our latest events and offerings.

You can renew your membership easily by visiting our website at [website link] or by contacting us at [contact information].

Thank you for being a valued member of [Organization Name]. We look forward to having you with us for another year!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]