

Annual Fee Waiver Reminder

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that your annual renewal is approaching on [Renewal Date]. As part of our commitment to our members, we would like to inform you that you are eligible for a fee waiver for this renewal period.

Please complete your renewal process by [Renewal Deadline] to take advantage of this waiver. If you have any questions or require assistance, feel free to reach out to us at [Contact Information].

Thank you for being a valued member, and we look forward to continuing to serve you!

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]