

# Club Name

Date: [Insert Date]

Dear [Member's Name],

We hope this message finds you well. As a valued member of [Club Name], we want to remind you that your annual membership renewal is approaching.

Your membership dues for the upcoming year are due by [Insert Due Date]. The total amount due is [Insert Amount]. Timely payment will ensure that you continue to enjoy all the benefits and privileges of being a member of our club.

Please make your payment by one of the following methods:

- Online: [Insert Online Payment Link]
- Mail: Send a check made payable to [Club Name] to [Mailing Address]

If you have any questions or require assistance, please do not hesitate to reach out to us at [Contact Information].

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

Sincerely,

[Your Name]

[Title]

[Club Name]