

Confirmation of Renewal Application Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Association Name]

[Association Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter is to confirm that we have received your renewal application for membership with [Association Name]. Your application was submitted on [Insert Submission Date].

We appreciate your continued support and participation in our association. Please allow us [Insert Processing Time] to review your application. You will be notified regarding the status of your renewal soon.

If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Association Name]