

Membership Renewal Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Alumni Association

[Association Address]

[City, State, ZIP Code]

Dear Alumni Association Committee,

I hope this message finds you well. I am writing to request the renewal of my membership in the [Alumni Association Name]. I have greatly valued my association with the group and the opportunities it has provided for networking and staying connected with fellow alumni.

As my membership is set to expire on [Expiration Date], I would like to ensure that I continue to receive updates on events and programs, as well as keep in touch with my peers.

Please let me know the steps I need to take to renew my membership. I look forward to continuing my involvement with the association.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Graduation Year]