

Membership Renewal Request

Date: [Insert Date]

Dear [Member's Name],

We hope this message finds you well. As a valued member of [Club/Society Name], we want to remind you that your membership is set to expire on [Expiry Date]. We would be delighted to have you continue your journey with us.

To renew your membership, please complete the renewal form attached and submit it along with the payment by [Renewal Deadline]. As a member, you will continue to enjoy exclusive benefits such as [List Benefits].

If you have any questions or need assistance, please feel free to reach out to us at [Contact Information]. Thank you for being a part of [Club/Society Name]. We look forward to welcoming you back!

Sincerely,
[Your Name]
[Your Title]
[Club/Society Name]
[Contact Information]