

Membership Renewal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Library Services

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear Library Staff,

I hope this message finds you well. I am writing to request the renewal of my library membership, which is due to expire on [Expiration Date]. My membership ID is [Membership ID].

Being a member of [Library Name] has greatly enhanced my access to educational resources and community programs. I would like to continue benefiting from these services.

Please let me know if any additional information or fees are required for the renewal process. Thank you for your assistance.

Sincerely,

[Your Name]