

Community Service Organization

Date: [Insert Date]

Dear [Volunteer Name],

We hope this message finds you well! As we approach the upcoming year, it's time to renew your membership with [Organization Name]. Your dedication and support have been invaluable to our community efforts, and we would be thrilled to have you continue this journey with us.

As a volunteer, you have made a significant impact through your participation in various programs and events. We appreciate all that you do and look forward to your continued involvement.

Please find attached the membership renewal form. We kindly ask you to complete and return it by [Insert Deadline]. A membership fee of [Insert Amount] is also required to help us sustain our programs and initiatives.

If you have any questions or require assistance, please do not hesitate to contact us at [Insert Contact Information]. Together, let's continue to make a difference in our community!

Thank you for your commitment and support!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]