

# Membership Renewal Process Guide

Dear [Member's Name],

We hope this message finds you well! As your membership with [Social Service Agency Name] is approaching its renewal date, we would like to guide you through the renewal process to ensure your continued support and engagement with our community.

## Steps to Renew Your Membership:

### 1. Review Membership Benefits:

Take a moment to review the benefits you have gained this past year and explore the new services we plan to offer.

### 2. Complete the Renewal Form:

Please fill out the attached renewal form and ensure all information is current.

### 3. Submit Payment:

Make the renewal payment of [amount] via [payment methods].

### 4. Confirmation:

Upon receipt of your renewal form and payment, you will receive a confirmation email within 5 business days.

If you have any questions during the process, please do not hesitate to reach out to our membership coordinator at [contact information]. Your continued support helps us serve the community better.

Thank you for being a valued member of [Social Service Agency Name]. We look forward to another year of working together!

Sincerely,  
[Your Name]  
[Your Position]  
[Social Service Agency Name]