

Dear [Member's Name],

We hope this message finds you well. As a valued member of [Agency Name], your participation has greatly contributed to our mission of serving the community.

This is a friendly reminder that your membership will be expiring on [Expiration Date]. We would like to invite you to renew your membership to continue enjoying all the benefits associated with being part of our agency.

Renewal Benefits:

- Access to exclusive events and workshops
- Monthly newsletters with updates and resources
- Discounts on services and programs

Please renew your membership by [Renewal Deadline]. You can easily do so by visiting our website at [Website URL] or contacting us at [Contact Information].

Thank you for your continued support! We look forward to another year of working together to make a difference.

Sincerely,

[Your Name]
[Your Position]
[Agency Name]
[Contact Information]