

Request for Membership Renewal

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. As a valued member of [Agency Name], we want to remind you that your membership is up for renewal. Your support plays a crucial role in our ability to provide vital social services to our community.

We invite you to renew your membership for another year to continue enjoying the benefits and opportunities offered, including:

- Access to exclusive resources and events
- Networking opportunities with fellow members
- Regular updates on agency initiatives and impact

Please complete the attached membership renewal form and return it by [Renewal Deadline]. You can send it via email or by mail at the address provided below.

If you have any questions or need assistance, don't hesitate to reach out to us at [Contact Information]. Thank you for your continued support and commitment to [Agency Name].

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Contact Information]