

Membership Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Membership Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Membership Coordinator's Name],

I hope this message finds you well. I am writing to formally request the extension of my membership renewal offer, which has unfortunately expired. My membership ID is [Your Membership ID], and my previous membership was valid until [Expiration Date].

Due to [brief explanation of circumstances leading to the late renewal, if applicable], I was unable to renew my membership on time. I greatly value the benefits and community engagement that [Organization Name] provides, and I would appreciate the opportunity to continue my membership.

If possible, I would be grateful if you could consider extending the expired offer for my renewal. I am prepared to complete any necessary paperwork and promptly submit the required payment to process this request.

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Name]