

# Upcoming Membership Renewal

Dear [Member Name],

We hope this message finds you well. We wanted to remind you that your membership with [Organization Name] is set to expire on [Expiration Date]. To ensure you continue to enjoy the benefits and services that come with your membership, we recommend that you renew by [Renewal Deadline].

The renewal fee is [Renewal Fee], which can be paid online through our website or via check sent to our address. Should you choose to renew your membership, please take a moment to complete the process at your earliest convenience.

If you have any questions or need assistance, feel free to reach out to us at [Contact Information]. Thank you for being a valued member of [Organization Name]. We look forward to serving you in the upcoming year!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]