

# Annual Membership Dues Reminder

Dear [Member Name],

This is a friendly reminder that your annual membership dues of \$[Amount] are due on [Due Date]. We appreciate your continued support and commitment to our organization.

To maintain your membership and continue enjoying the benefits, please submit your payment by the due date. You can pay online at [Payment Link] or send a check to our office:

*[Organization Name]*

*[Address Line 1]*

*[Address Line 2]*

*[City, State, Zip Code]*

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for being a valued member of [Organization Name].

Warm regards,

[Your Name]

[Your Title]

[Organization Name]