

# Social Club Membership Renewal Instructions

Dear [Member's Name],

We hope this message finds you well! As the membership period for [Year/Season] is coming to an end, we would like to remind you to renew your membership for another exciting year filled with events and activities.

## Renewal Steps:

1. Visit our website at [Website URL].
2. Log in to your member account using your credentials.
3. Select the "Membership Renewal" option from the menu.
4. Follow the prompts to complete your renewal payment.

Please ensure that your renewal is completed by [Renewal Deadline Date] to avoid any lapse in your membership benefits.

## Renewal Fees:

The annual membership fee is [Amount]. Payment can be made via credit card or PayPal.

If you have any questions or require assistance, feel free to contact us at [Contact Email] or [Contact Phone Number].

Thank you for being a valued member of our social club! We look forward to another great year together.

Sincerely,

[Your Name]  
[Your Title]  
[Social Club Name]