

Membership Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Club Name] Membership Coordinator,

I hope this message finds you well. I am writing to request the renewal of my membership for the [Club Name]. My membership ID is [Your Membership ID], and I have enjoyed my time as a member greatly.

As the renewal period is approaching, I would like to ensure that my membership continues without interruption. Please let me know the necessary steps I need to take, along with any required forms and payment options.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]