

**Dear [Member's Name],**

We hope this message finds you well! We would like to remind you that your membership with [Club Name] is up for renewal.

Your current membership will expire on [Expiry Date]. To continue enjoying the benefits of being a member, please complete your renewal by [Renewal Deadline].

You can renew your membership by [insert renewal process details, e.g., visiting our website, mailing a check, etc.].

If you have any questions or need assistance, please feel free to reach out to us at [Contact Information].

Thank you for being a valued member of our community!

Sincerely,  
[Your Name]  
[Your Position]  
[Club Name]