

Dear [Member's Name],

We hope this letter finds you in great spirits! As the end of the year approaches, we at [Club Name] would like to remind you about our upcoming membership renewal for the year [Year].

Your continued support as a member is vital to our club's success and growth. Being part of [Club Name] offers you access to exclusive events, networking opportunities, and much more.

To renew your membership for the year [Year], please complete the attached membership form and return it to us by [Due Date]. The membership fee for the upcoming year is [Amount].

Thank you for being a valued member of our community. We look forward to another fantastic year together!

Sincerely,

[Your Name]
[Your Position]
[Club Name]
[Contact Information]