

# Action Required: Membership Renewal Update

Dear [Member's Name],

We hope this message finds you well. This is a friendly reminder that your membership with [Organization Name] is up for renewal on [Renewal Date]. To continue enjoying the benefits of membership, please complete the renewal process by [Deadline Date].

## Steps to Renew Your Membership:

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

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

Thank you for your continued support!

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]