

Dear [Donor's Name],

We hope this message finds you well. As a valued member of [NGO Name], we want to take a moment to thank you for your generous support and commitment towards our mission.

This is a friendly reminder that your membership is due for renewal on [Renewal Date]. Your continued support is vital to our efforts in [brief description of NGO's work], and we would be grateful for your ongoing partnership.

To renew your membership, please visit our website at [Website URL] or contact us at [Contact Information]. If you have any questions, feel free to reach out.

Thank you once again for your support and dedication to [NGO's Cause]. Together, we can make a difference!

Warm regards,

[Your Name]

[Your Position]

[NGO Name]

[NGO Contact Information]