

Membership Renewal Reminder

Dear [Partner Organization Name],

We hope this message finds you well. As we approach the end of the current membership period, we would like to remind you that your membership with [NGO Name] is up for renewal on [Renewal Date].

Your continued partnership is invaluable to us, and it plays a crucial role in achieving our collective mission to [briefly state the mission or goals].

Please find attached the renewal form and details regarding the membership benefits. We encourage you to renew your membership by [Renewal Deadline] to ensure uninterrupted access to our resources and support.

If you have any questions or require assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your ongoing commitment and support. We look forward to another year of collaboration!

Warm regards,

[Your Name]
[Your Position]
[NGO Name]
[Contact Information]