

Dear [Member's Name],

We hope this message finds you in good health and high spirits. As a valued member of [NGO Name], we wanted to remind you that your membership is due for renewal.

Your continued support plays a critical role in helping us achieve our mission of [insert mission statement or goal]. We truly appreciate your contributions and dedication to our cause.

Please consider renewing your membership by [renewal deadline]. You can easily renew online at [website link] or by sending a check to [address]. If you have any questions or need assistance, feel free to reach us at [contact information].

Thank you for your ongoing commitment to [NGO Name]. We look forward to having you with us for another year of positive impact.

Warm regards,

[Your Name]

[Your Title]

[NGO Name]

[Contact Information]