

NGO Alliance Renewal Notification

Dear [Member Organization Name],

We hope this message finds you well. As part of our ongoing commitment to collaboration and shared goals, we are reaching out to remind you that your membership with the [NGO Alliance Name] is due for renewal on [Renewal Date].

We greatly value your partnership and the contributions your organization has made towards our mission of [Mission Statement]. Your continued support is vital for us to achieve our objectives and to strengthen our collective impact.

Enclosed with this letter is the renewal form which we kindly ask you to complete and return by [Return Date]. Should you have any questions or need assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your dedication and commitment. We look forward to continuing our partnership in the upcoming year.

Warm regards,

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