

Membership Extension Request

Date: [Insert Date]

To: [Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my membership with [Organization's Name], which is set to expire on [Expiration Date]. Due to [briefly explain reason, e.g., personal circumstances, financial difficulties], I am unable to renew my membership at this time.

I have greatly appreciated the benefits and opportunities that come with being a member of [Organization's Name], and I would be grateful if you could consider my request for a temporary extension of my membership.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]