

# PTA Membership Update Notice

Dear [Member's Name],

We hope this message finds you well. As a valued member of our Parent-Teacher Association (PTA), we would like to provide you with important updates regarding your membership.

As we move into the new school year, please take note of the following updates:

- **Membership Renewal:** Your membership is up for renewal on [Renewal Date]. Please ensure that your membership fee of [Amount] is submitted by this date.
- **Updated Benefits:** We are excited to announce new benefits for our members, including [List new benefits].
- **Upcoming Events:** Mark your calendar for our next meeting on [Date] at [Time]. We look forward to seeing you there!

If you have any questions or need assistance with your membership, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support and dedication to our school community.

Sincerely,

[Your Name]  
[Your Position]  
[PTA Name]