

Membership Renewal Letter Template

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Dear **[Member's First Name]**,

On behalf of **[Organization Name]**, I'd like to express our deepest gratitude for your continued membership and support. Over the past year, your **[Optional: involvement in (member's interest) and]** commitment to **[Organization Name]** have enabled us to:

- Raise awareness about...
- Develop programs to benefit...
- Offer services to...
- Provide resources to...

We would now like to ask you to renew today **[include link to online renewal]** to continue being part of **[Organization Name]** and retaining access to our benefits, such as:

- Listing in your member directory
- Discounts to...
- Participation in events...

Additionally, over the next year, we will continue focusing on our mission to **[state mission]** and plan to accomplish the following:

- Goal 1
- Goal 2
- Goal 3

Attached, you'll find a copy of our membership application form. Alternatively, you can submit your application and payment in your member portal **[include link to online renewal]**.

If you have any questions about the renewal process, or any feedback regarding your experience with **[Organization Name]** please contact our membership director, **[Director's Full Name]**, at **[Phone Number]** or **[Email Address]**.

Thank you once again for your commitment to **[Organization Name]**. We look forward to serving you for another year!

Sincerely,
[Signature]
[Your Name]
[Title]