

Date: [Insert Date]

To: [Member Name]

Address: [Member Address]

Member ID: [ID Number]

**Subject: Courtesy Notice: Membership Payment Expired**

Dear [Member Name],

This is a courtesy reminder that your membership with [Organization Name] expired on [Expiration Date].

We value your participation in our community and would like to ensure you continue to receive your benefits, including [List Benefit 1] and [List Benefit 2], without further interruption.

To renew your membership, please use one of the following methods:

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call us at [Phone Number] during business hours.
- **Mail:** Return the enclosed renewal form with your payment.

If you have already sent your payment, please disregard this notice. If you have questions regarding your account status or wish to update your payment information, please contact our support team at [Email Address].

Thank you for your continued support.

Sincerely,

[Your Name/Department]

[Organization Name]