

[Date]

[Member Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Membership Renewal Reminder and Outstanding Balance Notice

Dear [Member Name],

We hope you have been enjoying your membership with [Organization Name]. This is a friendly reminder that your current membership is set to expire on **[Expiry Date]**.

To ensure uninterrupted access to your benefits, including [Benefit 1] and [Benefit 2], please renew your membership at your earliest convenience.

Account Summary:

- Current Balance Due: [Amount]
- Renewal Fee: [Amount]
- **Total Amount Payable: [Total Amount]**
- Payment Due Date: [Due Date]

You can complete your renewal and settle your balance through the following methods:

- Online: [Website URL]
- By Phone: [Phone Number]
- By Mail: Please send a check to the address listed above.

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

Thank you for your continued support.

Sincerely,

[Your Name/Department]

[Organization Name]