

[Date]

[Member Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Friendly Reminder: Your Membership Renewal

Dear [Member Name],

We hope you are enjoying your experience with [Organization Name].

This is a warm reminder that your membership account is currently past due. Our records show that we have not yet received your renewal payment for the period of [Start Date] to [End Date].

To continue enjoying your member benefits without interruption, please settle your balance of [Amount Due] by [Due Date].

You can make a payment through any of the following methods:

- Online via our member portal: [Link]
- By phone at: [Phone Number]
- By mail to: [Mailing Address]

If you have already sent your payment, please disregard this notice. If you have any questions or are experiencing difficulties with your account, please reach out to us at [Email Address].

Thank you for your continued support and for being a valued part of our community.

Best regards,

[Your Name]

[Your Title]

[Organization Name]