



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Your Membership

Dear \_\_\_\_\_ (Name of the Recipient)

We are writing this letter to thank you for renewing your membership for our club. As your membership was due to expire on \_\_\_\_, you have taken a great decision by renewing it. We value you as a member of our organization and appreciate your contributions.

Your ongoing support means a lot to us. The payments received from your side plays a great role in helping us continue to grow. We appreciate you for renewing your membership timely and clearing all dues before the due date. However, we would like to inform you that we are updating our payment terms and methods. For the future monthly payments, you may make direct payments through Credit Card or Debit Card. We have also associated with various payment platforms like Paypal to ease the payment process for our members. We hope you do not face any hassle in completing the process for further dues.

Thank you, once again, for renewing your membership and for being associated with us,

Sincerely,

(Signature)

Sender's Full Name