

Membership renewal message examples

Editable, country-neutral messages. Choose your own dates, fees and currency.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

Replace every bracketed field. Check the member's status and recent payments first. These are drafts for a person to send, not an automatic email system.

1. First renewal reminder

Subject: Your [club name] membership renewal

Hi [first name],

Your [membership type] membership is due for renewal on [date]. The fee for [period] is [amount and currency].

To renew, please use [verified club payment link or instructions] by [deadline]. Your payment reference is [reference, if needed].

If you have paid recently, please reply so we can check the record before you pay again.

If you have a question or do not plan to renew, reply to [club contact].

Thanks, [name and club role]

2. A payment is being checked

Subject: We are checking your membership payment

Hi [first name],

Thanks for letting us know. Please do not pay again while we check the record.

Please send the payment date and reference to [club contact]. Do not email card details or a full bank statement.

We will confirm when the payment has been matched to your membership.

Thanks, [name and club role]

3. A member is not renewing

Subject: Your [club name] membership

Hi [first name],

Thanks for telling us that you do not plan to renew for [period]. We have noted your choice.

Your current membership ends on [confirmed date]. [Add any agreed next step for club kit or access, if needed.]

Thank you for being part of the club.

[Name and club role]

Final checks before sending

- Check the fee, period, name, status and payment link.
- Use a private message. Do not expose the member list in visible group addresses.
- Remove every unused bracketed line.
- Record the date sent so another officer does not repeat it.
- A sent message is not proof of payment or renewal.