

**Name:** John Doe

**Address:** 240 Old Country Road, Springfield, IL - USA

**Email:** [John.Doe@example.com](mailto:John.Doe@example.com)

Dear John,

Thanks for being part of our membership program!

As a friendly reminder, your membership will be renewed for \$100.00 on Friday, April 7, 2023.

If you have any questions, comments, or suggestions, please let me know.

Sincerely

Customer Care Manager