***Use with the Membership Grid> Actions>Print/Email Mail Merge.***

**{MERGEFIELD Today’s Date}**

**{MERGEFIELD Envelope Salutation}**

**{MERGEFIELD Address 1}** {**MERGEFIELD Address 2}**

**{MERGEFIELD City}**, {**MERGEFIELD State}** {**MERGEFIELD Zip}**

Dear **{MERGEFIELD Informal Salutation}**,

Thank you for your membership. It’s time to renew your **{MERGEFIELD Membership Level}** level membership. Your membership is currently set to expire in **{MERGEFIELD # of days until expiration" \#}** days on **{MERGEFIELD Exp Date \@ "MMMM dd, yyyy"}**.

You can renew by visiting our webpage or by sending your check to:

Organization Name

Address

City, State, Zip

We look forward to your continued membership.

Sincerely,

Executive Director

Organization Name