***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 so much for your purchase of our **{MERGEFIELD Membership Name}** on **{MERGEFIELD Date \@ "MMMM dd, yyyy"}**. Your membership is currently set to expire in **{MERGEFIELD # of days until expiration" \#}** days on **{MERGEFIELD Exp Date \@ "MMMM dd, yyyy"}**.

Thank you again, and we look forward to your continued support.

Sincerely,

Executive Director

Organization Name

Membership Details:

Primary Member: **{MERGEFIELD First Name} {MERGEFIELD Last Name}**

Level: **{MERGEFIELD Membership Level}**

Member ID: **{MERGEFIELD Member Profile ID}**

Expiration Date: **{MERGEFIELD Exp Date \@ "MMMM dd, yyyy"}**