

**Sample email for DAEs (or AEOs) to send AEMs expiring within the next 60 days.
Add AEM's name, expiration date, primary email address, CAP ID, and your information.**

SOON TO EXPIRE AEM

Dear _____,

CAP AE membership is an annual membership with free renewal. Your membership will expire _____. The email address in our membership system is _____ and your CAP ID is _____.

The easiest way to renew is to reply to the email sent 60 days prior to your membership expiring. Once your membership expires, you will be unable to renew using the email link.

If you have missed this renewal e-mail, this [eServices Link](#) will take you to the CAP website where you can review all the wonderful products and programs available and automatically renew your membership.

- ***This link is only good if used before your AEM membership expires!***

It would be helpful to have two email addresses to ensure you receive your free renewal email. If you have not entered two separate e-mail addresses, please do so when you click on the link above.

If you have any questions, I will be happy to assist.

Respectfully,
(Name - AEO/DAE)