



8 FREE MEMBERSHIP WEBSITE EMAIL TEMPLATES

Website membership emails with data replacement tags for the Paid Member Subscriptions WordPress plugin.

(Replace with your own data tags.)



1. Register Email

Subject: Welcome to {{site_name}} | Membership Confirmation

Dear {{first_name}} {{last_name}},

Welcome to {{site_name}}! We're excited to have you as a Member.

Your Member account on our website has been successfully created. You can access your member account at any time by visiting:

- Account Page URL: {{account_page_url}}
- Username: {{username}}
- Email: {{user_email}}
- Password Reset URL: {{reset_url}}

If you have any questions or need assistance, please don't hesitate to contact us at: [Email].

Thank you for joining us!

Best regards,

The {{site_name}} Team



2. Activate Membership Email

Subject: Your {{site_name}} Membership is Now Active!

Hello {{first_name}},

Great news! Your Membership has been successfully activated.

Membership Details:

- Plan: {{subscription_name}}
- Status: {{subscription_status}}
- Amount: {{total_payment_amount}}
- Start Date: {{subscription_start_date}}
- Next Renewal: January 1st (Each Year)

You now have full access to all Member benefits.

Get Started:

- Access your Member Account: {{account_page_url}}
- View your Invoice: {{invoice_link}}

Welcome aboard! We're thrilled to have you as a member.

Best regards,

The {{site_name}} Team



3. Cancel and Abandon Membership Email

Subject: {{site_name}} Membership Cancelled | We're Sorry to See You Go!

Dear {{first_name}},

We've processed your request to cancel your {{site_name}} Membership.

Cancellation Details:

- Membership: {{subscription_name}}
- Status: {{subscription_status}}
- Access Valid Until: December 31st of the Current Year

Your membership benefits will remain active until December 31st of the current year, after which your access will be discontinued.

What's Next:

- You can still access your account until your membership expires.
- Manage Your Account: {{account_page_url}}
- Your Final Invoice: {{invoice_link}}

We'd love to have you back anytime. If you change your mind or have any feedback about your experience, please don't hesitate to contact us at: [Email]



Thank you for being a {{site_name}} member.

Best regards,

The {{site_name}} Team



4. Expired Membership Email

Subject: Your {{site_name}} Membership Has Expired

Hello {{first_name}},

Your {{site_name}} membership expired on December 31st.

Membership Details:

- Membership: {{subscription_name}}
- Status: {{subscription_status}}
- Expired Date: December 31st (last year)
- Ready to Renew?

Renewing your membership is quick and easy:

- Visit Your Account: {{account_page_url}}
- Choose A Membership
- Renewal is completed immediately upon payment.

Need Help?

If you have any questions about renewing your membership or if you need assistance, contact us at: [Email]

Best regards,

The {{site_name}} Team



5. Pending Manual Payment Email

Subject: Action Required: Manual Payment Needed for {{site_name}} Membership

Dear {{first_name}},

Your {{subscription_name}} membership payment is currently awaiting a manual payment (Check or Cash).

Membership Details:

- Membership: {{subscription_name}}
- Amount Due: {{total_payment_amount}}
- Status: {{subscription_status}}
- Payment Status: Past Due

What You Need to Do:

- Make your membership payment in-person by check or cash.

Account Access:

- Go To Your Account: {{account_page_url}}
- Payment Invoice: {{invoice_link}}

We'll notify you as soon as your payment is processed and your membership is activated. This usually takes 1-2 business days.



If you have any questions about your {{subscription_name}} membership, contact us at: [Email].

Best regards,

The {{site_name}} Team



6. Failed Payment Email

Subject: {{subscription_name}} Payment Failed - Action Required

Hello {{first_name}},

We attempted to process your {{subscription_name}} payment, but unfortunately, the payment failed.

Payment Details:

Membership: {{subscription_name}}

Amount: {{total_payment_amount}}

Status: {{subscription_status}}

Next Attempt: In 3 Days

Common Reasons for Payment Failure:

Insufficient Funds

Expired Credit/Debit Card

Changed Billing Information

Your Bank Declined The Transaction

Update Your Payment Information:

- Visit Your Account: {{account_page_url}}
- Update your payment method.
- Retry the payment.



Need Assistance?

If you continue to experience payment issues, please contact us at:
[Email].

Thank you for your prompt attention to this matter.

Best regards,

The {{site_name}} Team



7. Renew Subscription Email

Subject: Time to Renew Your {{site_name}} Membership

Dear {{first_name}},

Your {{site_name}} membership expires on {{subscription_expiration_date}}.

Renewal Details:

- Membership: {{subscription_name}}
- Renewal Amount: {{total_payment_amount}}
- Current Status: {{subscription_status}}
- Renewal Date: {{subscription_expiration_date}}

Don't Let Your {{site_name}} Membership Expire. Renew today.

Easy Renewal Options:

- Automatic Renewal: Update your payment method at: {{account_page_url}}
- Manual Renewal: Login and process payment before {{subscription_expiration_date}}
- View Current Invoice: {{invoice_link}}

Questions About Renewing?

Contact us at [Email] with any questions.

Best regards,

The {{site_name}} Team



8. Reset Password Email

Subject: Reset Your {{site_name}} Password

Hello {{first_name}},

We received a request to reset the password for your {{site_name}} website account associated with {{user_email}}.

Account Information:

- Username: {{username}}
- Email: {{user_email}}
- Current Membership: {{subscription_name}}

Click the link below to create a new password:

{{reset_link}}

Security Note:

- This link expires in 24 hours (for security purposes).
- If you didn't request this password reset, you can safely ignore this email.
- Your current password will remain unchanged until you create a new one.

Need Help?

If you're having trouble accessing your account, please contact us at [Email].



Quick Access:

Once you reset your password, you can access your member account here: `{{account_page_url}}`

Best regards,

The `{{site_name}}` Team