

[Your Organization's Letterhead]

[Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

Subject: Membership Suspension Notification

We hope this message finds you well. We are writing to inform you that, effective [suspension date], your membership with [Organization Name] has been suspended for the following reason(s): [briefly state reason(s) for suspension].

This decision was made after careful consideration in accordance with our policies outlined in [reference policy/document name]. Please note that this suspension is temporary and will be reviewed on [date of review or reinstatement].

During this suspension period, your access to [specific services/benefits] will be restricted. We encourage you to address the issue(s) leading to this suspension so that we may assist you in the reinstatement process.

If you have any questions or wish to discuss your membership status further, please do not hesitate to contact us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]