

[Your Company Logo]

[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 your membership with [Membership Program/Club Name] will be temporarily suspended due to [reason for suspension, e.g., non-payment, policy violation, etc.].

**\*\*Details of Suspension:\*\***

- **\*\*Membership ID:\*\*** [Membership ID]

- **\*\*Suspension Start Date:\*\*** [Start Date]

- **\*\*Expected Resumption Date:\*\*** [Resumption Date, if applicable]

During this suspension period, you will not have access to the following services and benefits:

- [List specific services/benefits affected]

If you believe this suspension is in error, or if you have any questions regarding your membership, please do not hesitate to contact us at [Contact Information] or visit our website at [Website URL].

We appreciate your understanding and look forward to welcoming you back soon.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Website URL]