

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Membership Suspension Notification

We hope this letter finds you well.

We regret to inform you that your membership with [Organization's Name] has been suspended effective [suspension date]. This decision was made due to [brief reason for suspension, e.g., violation of membership agreement, failure to meet requirements, etc.].

During the suspension period, you will not have access to [list any relevant services, benefits, or facilities]. We encourage you to use this time to [any relevant information or instructions].

If you have any questions or would like to discuss this matter further, please do not hesitate to contact us at [phone number] or [email address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Contact Information]