

[Your Name]
[Your Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Member's Name]
[Member's Address]
[City, State, Zip Code]

Dear [Member's Name],

Subject: Membership Suspension Notice

We regret to inform you that your membership with [Organization Name] has been suspended effective [date]. This decision was made in accordance with our membership policies due to [brief reason for suspension, e.g., failure to comply with membership terms, outstanding dues, etc.].

During the suspension period, you will not have access to [list any benefits or services that will be affected]. We encourage you to address the issues that led to this decision, as we value your presence in our organization.

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].

We hope to resolve this issue promptly and welcome you back to our community.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]