

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Organization/Club Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a voluntary suspension of my membership at [Organization/Club Name] effective [start date of suspension]. Due to [brief explanation of reason, e.g., personal circumstances, health issues, etc.], I find it necessary to temporarily step away from my membership.

I appreciate the understanding and support of the organization during this time. I would like to confirm that I intend to resume my membership on [expected date of return] once my situation allows.

Thank you for considering my request. Please let me know if you require any further information or documentation regarding my membership suspension.

Sincerely,

[Your Name]  
[Membership Number, if applicable]