

[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 [start date of suspension], your membership with [Organization Name] has been temporarily suspended due to [reason for suspension, e.g., non-payment of dues, violation of membership agreements, etc.].

During this suspension period, you will not have access to [list services, rights, or facilities that will be unavailable]. We encourage you to address the issues leading to this suspension.

Your membership can be reinstated upon resolution of [specific issues], and you are welcome to reach out to us at [contact information] for assistance or clarification.

We appreciate your understanding and hope to welcome you back soon.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]