

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

Dear [Recipient Name],

I am writing to formally request a suspension of my membership with [Organization Name] effective [desired suspension date]. Due to [briefly explain reason, e.g., personal circumstances, financial issues, etc.], I find it necessary to take this step at this time.

I appreciate the benefits and opportunities that [Organization Name] has provided me, and this decision was not made lightly. I plan to [mention any intention to return, if applicable, e.g., reassess my membership in the future].

Please let me know if there are any formalities I need to complete or if you require further information regarding my request.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Membership ID or Number, if applicable]