

[Your Organization's Letterhead]

[Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

Subject: Suspension of Membership

We regret to inform you that your membership with [Organization Name] is suspended effective immediately due to [reason for suspension, e.g., violation of membership rules, failure to meet payment obligations, etc.].

This decision was made after careful consideration and following our organization's policies regarding membership conduct.

Please note that during the suspension period, you will not have access to [list any relevant services, benefits, or facilities].

We encourage you to [mention any steps the member can take, if applicable, e.g., contact for clarification, resolve issues, appeal process, etc.].

Should you have any questions or need further assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]