

[Your Organization's Letterhead]

[Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

Subject: Membership Suspension Due to Non-Compliance

We hope this message finds you well. This letter serves to inform you that your membership with [Organization Name] is being suspended effective [suspension date] due to non-compliance with our membership policies.

Despite multiple reminders regarding [specific reason for non-compliance, e.g., unpaid dues, failure to meet requirements], we have not received the necessary compliance from your side. Consequently, we have made the difficult decision to suspend your membership privileges.

You may reinstate your membership by [instructions for compliance or reinstatement, including any deadlines]. For any questions or further assistance, please do not hesitate to contact us at [contact information].

We appreciate your understanding and hope to resolve this matter promptly.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]

[Website URL] (if applicable)