

[Your Organization's Letterhead]

[Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

Subject: Membership Suspension Notification

We regret to inform you that your membership with [Organization's Name] has been suspended effective [Effective Date]. This decision was made due to [reason for suspension, e.g., violation of membership policies, non-payment of dues, etc.].

Please be advised that during this suspension period, you will not have access to [list any services, facilities, or benefits that are suspended]. If you believe this decision was made in error or if you wish to discuss this matter further, please contact us by [contact information or method of communication].

We appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Contact Information]