

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Membership Suspension Notice

We are writing to formally inform you that your membership with [Organization Name] will be suspended effective [start date of suspension]. This action is being taken due to [briefly state the reason for suspension, e.g., violation of membership guidelines, non-payment of dues, etc.].

Your membership rights, including access to [list any specific services or benefits], will be temporarily revoked during this period. The suspension will last until [end date of suspension or until conditions are met for reinstatement].

If you have any questions or wish to discuss this matter further, please do not hesitate to contact us at [contact information].

We hope to resolve this issue and look forward to your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]