

[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 hope this message finds you well.

I am writing to formally request a suspension of my membership with [Organization Name], effective [desired start date]. Due to [brief explanation of reason, e.g., personal circumstances, financial constraints], I find it necessary to pause my membership at this time.

I have enjoyed being a part of [Organization Name] and greatly appreciate the opportunities and experiences I have gained during my time as a member. I intend to return as soon as my circumstances allow.

Please let me know if there are any forms or procedures I need to complete to finalize this suspension. Thank you for your understanding and support.

Sincerely,

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