

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the suspension of my membership with
[Organization Name].

Due to [brief reason for the request], I find it necessary to pause my
membership at this time. I kindly ask that you process this request and
confirm the details of the suspension period.

Thank you for your attention to this matter. I appreciate your
understanding.

Sincerely,

[Your Name]

[Membership Number, if applicable]