

[Your Organization's Letterhead]

[Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

Subject: Membership Suspension Notice

We are writing to inform you that, due to [reason for suspension, e.g., non-payment of dues, violation of policies], your membership with [Organization Name] has been suspended effective [suspension date].

According to our [Membership Agreement/Bylaws], all members are required to [specific requirement]. Unfortunately, you have not [explanation of the issue] despite our previous communications.

Your membership will remain suspended until [date or condition for reinstatement]. You may appeal this decision by submitting a written request to [contact information] by [appeal deadline].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]