

[Your Organization's Logo]

[Date]

[Member's Name]

[Member's Address]

[City, State, ZIP Code]

Dear [Member's Name],

Subject: Notification of Membership Suspension

We hope this message finds you well. We regret to inform you that your membership with [Organization Name] has been suspended effective [Start Date of Suspension] due to [reason for suspension - e.g., non-payment, violation of terms, etc.].

Please note the following important details regarding your suspension:

- **\*\*Duration of Suspension:\*\*** [Specify duration or state if it is indefinite]
- **\*\*Reason for Suspension:\*\*** [Briefly explain the reason]
- **\*\*Next Steps:\*\*** [Include any actions required from the member, or how they can resolve the issue]

We value your membership and hope to have the opportunity to restore it in the future. Should you have any questions or wish to discuss your membership status, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]

[Website URL] (if applicable)