

Membership Termination Notice

Date: [Insert Date]

Member Name: [Insert Member Name]

Member Address: [Insert Member Address]

Dear [Member Name],

We regret to inform you that your membership with [Organization Name] will be terminated effective [Insert Termination Date]. This decision has been made based on [briefly explain reason, if necessary].

Please return any materials or property belonging to [Organization Name] by the termination date. Additionally, any remaining dues or fees should be settled by this date.

If you have any questions or need further clarification, please contact us at [Contact Information]. We appreciate your understanding and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]