

Notice of Membership Suspension

Date: [Insert Date]

To: [Member's Name]

[Member's Address]

Dear [Member's Name],

We regret to inform you that your membership with [Organization Name] has been suspended effective immediately due to [reason for suspension]. This decision was made in accordance with our policies outlined in section [insert section] of the membership agreement.

Please be advised that during the suspension period, you will not have access to any member benefits and services. You may appeal this decision by contacting us at [contact information] within [time frame].

We value your membership and hope to resolve this matter promptly.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]