

Membership Freeze Notification

Dear [Member Name],

We hope this message finds you well. We are writing to inform you that your membership with [Organization Name] will be temporarily frozen from [Start Date] to [End Date].

This decision has been made due to [Reason for Freeze: e.g., personal requests, health issues, etc.]. During this period, you will not be charged any membership fees, and your access to all member benefits will be paused.

Please feel free to reach out to us if you have any questions or need further assistance at [Contact Information]. We appreciate your understanding and look forward to welcoming you back once your membership is reactivated.

Thank you for being a valued member of [Organization Name]!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]