

Membership Hold Announcement

Dear [Member's Name],

We hope this message finds you well. We are writing to inform you that your membership with [Organization Name] will be temporarily placed on hold effective [Start Date]. This decision has been made in accordance with our policies and your request.

During the hold period, you will not be charged membership fees, and your access to member benefits will be paused. The hold will last until [End Date], after which your membership will automatically resume. If you have any questions or would like to discuss this further, please do not hesitate to contact us at [Contact Information].

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

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]