

Membership Suspension Notification

Date: [Insert Date]

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].

Please be advised that this suspension will remain in effect until [date when suspension may be lifted or review process].

If you have any questions or believe this decision was made in error, please contact us at [contact information] as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]