

# Temporary Membership Suspension Notification

Date: **[Insert Date]**

Dear **[Member's Name]**,

We hope this message finds you well. We are writing to inform you that your membership with **[Organization/Club Name]** will be temporarily suspended due to **[reason for suspension]**. This suspension will begin on **[start date]** and is expected to end on **[end date]**.

Please note that during this period, you will not have access to membership benefits and services. We understand that this may be an inconvenience, and we appreciate your understanding.

If you have any questions or require further information, feel free to contact us at **[contact information]**.

Thank you for your cooperation.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Organization/Club Name]**  
**[Contact Information]**