

Member Services Suspension Notice

Date: [Insert Date]

Member Name: [Insert Member Name]

Member Address: [Insert Member Address]

Dear [Insert Member Name],

We regret to inform you that your membership services will be suspended effective [Insert Suspension Date] due to [Insert Reason for Suspension]. This action has been taken in accordance with our policies and procedures.

Please be aware that during the suspension period, you will not have access to member benefits and services. We encourage you to take the necessary steps to resolve the issues leading to this suspension by [Insert Deadline, if applicable].

If you have any questions or need further clarification, please do not hesitate to contact our member services department at [Insert Contact Information].

We appreciate your understanding in this matter.

Sincerely,

[Insert Your Name]

[Insert Your Job Title]

[Insert Company Name]

[Insert Company Contact Information]