

Membership Status Adjustment Notification

Dear [Member's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to your membership status with [Organization Name].

Your membership, which was previously categorized as [Old Membership Status], has been updated to [New Membership Status] effective [Date]. This adjustment is based on [reason for adjustment, e.g., successful completion of requirements, non-renewal, etc.].

We value your commitment to [Organization Name] and want to assure you that this change will [briefly describe any impacts or benefits related to the new status].

If you have any questions or require further clarification regarding this change, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]