

Immediate Action Required

Dear [Member's Name],

We hope this message finds you well. We are writing to bring to your attention an important matter that requires your immediate action.

[Briefly explain the issue or situation requiring action. Include any relevant deadlines or consequences if action is not taken.]

Please take the following steps:

- [Action Step 1]
- [Action Step 2]
- [Action Step 3]

Your prompt response is essential to ensure that [mention the impact of their action].

Thank you for your immediate attention to this matter. Should you have any questions, feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]