

# Membership Pause Notification

Dear [Member's Name],

We hope this message finds you well. We are writing to inform you that your membership will be temporarily paused as per your request. This pause will take effect starting [Start Date] and will last until [End Date].

During this time, you will not have access to our facilities and services, and no membership fees will be charged. We understand that circumstances can change, and we want to ensure you have the flexibility you need.

If you have any questions or need further assistance, please feel free to reach out to us at [Contact Information].

Thank you for being a valued member of our community.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]