

Membership Stop Notice

Date: [Insert Date]

To: [Member's Name]

[Member's Address]

Dear [Member's Name],

We are writing to inform you that your membership with [Organization Name] is being stopped, effective immediately. This decision has been made due to [reason for stopping the membership, e.g., non-payment, violation of terms, etc.].

If you believe this decision is in error or if you wish to discuss your membership status, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]