

[Your Name]
[Your Title]
[Chamber of Commerce Name]
[Chamber Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Member Name]
[Member Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Member Name],

We hope this letter finds you well. We are writing to formally notify you of the termination of your associate membership with the [Chamber of Commerce Name], effective [Termination Date].

This decision has been made in accordance with our Membership Policies and as a result of [briefly explain reason if appropriate, e.g., non-payment of dues, lack of participation, etc.]. We appreciate your support and involvement during your time as a member.

If you have any questions regarding this matter or wish to discuss it further, please do not hesitate to contact us at [Contact Information]. We appreciate your understanding and wish you continued success in your endeavors.

Thank you for your past membership.

Sincerely,

[Your Name]
[Your Title]
[Chamber of Commerce Name]