

Membership Discontinuation Notice

Date: [Insert Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that, effective immediately, your membership with [Organization's Name] has been discontinued. This decision is in accordance with our policies regarding membership status and participation.

We appreciate your time and contributions to our organization and wish you all the best in your future endeavors. If you have any questions regarding this decision, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Organization's Contact Information]