

[Date]

[Member's Name]

[Member's Address]

Dear [Member's Name],

We regret to inform you that after careful consideration, the Board of Directors has decided to expel you from membership in the [Club Name], effective immediately.

This decision has been made due to conduct detrimental to the club, specifically [briefly outline the conduct or incidents leading to the expulsion]. We believe this conduct violates the values and standards upheld by our club.

As per our bylaws, you are entitled to appeal this decision. If you wish to do so, please submit your appeal in writing within [number of days, e.g., 30 days] from the date of this letter.

We appreciate your past contributions to the club and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Club Name]