

Membership Closure Explanation

Date: [Insert Date]

To: [Recipient's Name]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the closure of your membership with [Institution's Name]. This decision has not been made lightly and is based on the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We sincerely appreciate your contributions during your membership period and regret any inconvenience this may cause. Please be assured that we remain committed to assisting you during this transition, and feel free to reach out if you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Institution's Name]

[Contact Information]