

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Revocation of Membership

Dear :

Your membership to the National Light Club has been revoked. This cancellation of membership is due to the fact that you have not paid your dues in three months and that you have not done the required community service. NLC depends on the ability of all its members to stay active and participate in all activities of the club. Due to the reasons in which your membership was revoked, you will not be able to reapply for membership for one year.

If you have any questions, you may contact us at your convenience.

Sincerely,

N A M E