[Recipient Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]

March 29, 2021

Dear [Recipient Name]:

As you know, BNI® has policies and a strong Networking Code of Ethics, which must be followed as a condition of membership. After careful consideration and a review of your participation history, the Membership Committee has found that you have failed to meet your commitments to the Chapter and BNI®. Accordingly, your current membership has ended.

We wish you every success in your future endeavors.

Sincerely,

The Membership Committee

BNI® [Chapter Name] Chapter

cc: BNI® [Chapter President]
BNI® [Regional Office]
BNI® [Director/Director Consultant]