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

January 21, 2021

Dear [Recipient Name]:

Thank you for your participation in your BNI® Chapter. We have reviewed your Membership Renewal Application, and a decision has been made that your membership is not being renewed at the expiration of your current term.

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]

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