



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

March 2, 2026

Dear [Recipient Name]:

The Membership Committee has determined that you have violated BNI® \_\_\_\_\_ You are hereby placed on probation for \_\_\_\_\_.

Adherence to the BNI® Policies is critical to the success of the Chapter and is a condition of continued membership. We must remind you that failure to comply with the policies of BNI® may result in your current membership being ended.

Should you have any questions or comments, please feel free to contact us.

Sincerely,

The Membership Committee

BNI® [Chapter Name] Chapter

cc: BNI® [Chapter President]  
BNI® [Chapter VP/MC]  
BNI® Regional Office: [info@bniatl.com](mailto:info@bniatl.com)  
BNI® Area Directors: [annette@bniatl.com](mailto:annette@bniatl.com) & [jamie@bniatl.com](mailto:jamie@bniatl.com)

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