



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

January 21, 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® [Regional Office]
BNI® [Director/Director Consultant]

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