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

[Date]

Dear [Recipient Name]:

We have all made a commitment to ourselves and the other Members to create a positive organization that should result in increased business for all. In order to do this, the time-keeping policy must be adhered to. Compliance with BNI® policies is a condition of continued membership in BNI®. Experience has shown that the success of a Chapter can be tied directly to the Chapter's time-keeping practices.

After reviewing the Chapter's records, it is noted that you have been late/left early on occasion during the past two months. As you have been a valued Member of the Chapter, the Membership Committee has decided to provide you with another opportunity to comply with the commitment you made to the Chapter.

The Membership Committee expects that you will arrive at the Chapter meetings prior to [Meeting Time] for every meeting and stay for the entire meeting in the next two months. If you are unable to make this commitment over the next two months, your current membership will end.

We look forward to helping you become a timely Member of the Chapter. If you have any questions or comments, please let us know.

Sincerely,

The Membership Committee

BNI® [Chapter Name] Chapter

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