

[Insert Date]

Dear ,

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, [Enter end date].

We wish you every success in your future endeavors.

Sincerely,

The Membership Committee

BNI® [Chapter Name]

cc: BNI® Chapter President

BNI® Regional Office

BNI® Director/Director Consultant