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[Insert Date]

Dear [BNI Member Name],

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

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

cc: BNI® Chapter President

BNI® Regional Office

BNI® Director/Director Consultant