



[Today's Date]

[Name]
[Business Name]
[Street Address]
[City], [State] [Zip]

Re: [Chapter Name] Chapter
Attendance Termination

Dear [Name]:

As you have been unable to attend your Chapter meetings on a consistent basis, we are terminating your membership. Please do not attend any further meetings.

According to this Chapter's Rules and Regulations, two (2) consecutive unexcused meetings or three (3) missed meetings in the calendar quarter may result in membership termination. As we have determined that you have exceeded these numbers, this Chapter has deemed it necessary to take this action.

Although we are sorry to lose you as a member, this is necessary to maintain the professionalism and productivity of the Chapter. Should your professional category still be open and your circumstances change to allow you attend meetings on a regular basis, please feel free to apply for reinstatement in the Chapter.

Sincerely,

Paul Smith
Chapter President

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For more information, contact Frank Agin at (614) 476-5540, (888) 509-5323 or frankagin@amspirit.com.