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[date]

Dear [name of applicant],

Thank you for expressing an interest in joining our BNI® Chapter. The Membership Committee has reviewed your Membership Application and has decided to return your application and participation fees. We feel this is not a good fit and that we would be unable to provide qualified referrals for you.

Your information may be kept on file and if the situation should change, we may refer to your information.

Again, thank you for your interest in BNI®.

The Membership Committee

BNI \_\_\_\_\_\_\_ Chapter

cc: BNI® Chapter President

BNI® Regional Office

BNI® Director/Director Consultant

Encl: Application and Participation Fees