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Description automatically generated

[Recipient Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

September 1, 2021

Dear [Recipient Name]:

The Membership Committee has determined that you have violated BNI® Networking Code of Ethics # \_\_\_\_. You are hereby placed on probation for \_\_\_\_\_\_\_\_\_\_\_\_.

Adherence to the BNI® Networking Code of Ethics 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 Name] Chapter

cc: BNI® [Chapter President]  
BNI® [Regional Office]  
BNI® [Director/Director Consultant]