

[Insert Date]

Dear \_\_\_\_\_\_,

We have made a commitment to ourselves and the other members to create a positive organization that should result in increased business for all. In order to do this, the participation policy must be adhered to. Experience has shown that the success of a Chapter can be tied directly to the Chapter’s participation practices.

After reviewing the Chapter’s participation records, it is noted that you have not been contributing either referrals, 121s or visitors on a regular basis during the past \_\_\_ months and despite our recommendation, you have not yet attended a regional training, which should help teach you how to bring referrals or visitors to the Chapter. As you know, compliance with these standards is a condition of membership in BNI®.

As you have been a valued member of the chapter, the Membership Committee has decided to provide you with another opportunity to comply with the commitment you made to the Chapter. The Membership Committee expects you will attend the next regional training and you will actively participate in the Chapter (i.e., by bringing referrals or visitors and inputting your TYFCB in a timely manner), at least six times in the next eight weeks. If you are unable to make this commitment over the next 90 days, your current membership will end.

We look forward to helping you become a participating member in the

Chapter. If you have any questions or comments, please let us know.

Sincerely,

The Membership Committee

BNI® [Chapter Name]

cc: BNI® Chapter President

BNI® Regional Office

BNI® Director/Director Consultant