

[Date]

[Member Name]

[Address]

[City, State, Zip Code]

**RE: Notice of Suspension of Recreation Area Privileges**

Dear [Member Name],

This letter serves as formal notification that your access privileges to the [Name of Recreation Area/Amenity] have been suspended effective [Start Date] through [End Date].

This action is being taken due to a violation of the community rules and regulations that occurred on [Date of Incident]. Specifically, the following violation was recorded:

[Insert Description of Violation/Incident]

Pursuant to the [Association/Organization Name] bylaws, such conduct results in the temporary loss of amenity use. During this suspension period, your access cards/keys will be deactivated, and you are prohibited from entering the specified area.

If you wish to appeal this decision, you must submit a written request to the Board of Directors by [Deadline Date].

We expect all members to follow the established guidelines to ensure the safety and enjoyment of the community facilities for everyone.

Sincerely,

[Your Name/Signature]

[Your Title]

[Association/Organization Name]