Date:

To:

Name of the club member:

Club name:

**Subject: Letter of suspension from club**

Dear Mr. ABC,

This letter includes an official notice of your suspension from our club because of your misconduct involving fighting with another club member (give the date here). The dates of your suspension are (tell from when till when the person is suspended). You can come back on (give the date here). This action follows the investigation by (state the name of the person and their position concerning who saw the club member do this).

On (tell when the incident occurred) at around (give the time) you were observed physically fighting with another club member. You slapped him on the face and then started hitting him on his body. You also swore loudly and created havoc in the club.

You have a right to appeal this action.

Sincerely,

Name of the sender

Signatures

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