#

Enter today’s date

Applicant’s address line 1
Applicant’s address line 2
Applicant’s address line 3
Applicant’s address line 4

Dear Enter the applicant’s name,

The directors of Enter the corporation’s name acknowledge your application to become a member of the corporation.

Unfortunately, you are not eligible for membership as set out in rule Enter the rule number of the corporation’s rule book.

OR

Unfortunately, the directors have decided not to approve your membership at this time because Enter the reason/s why.

If you would like to discuss this letter please contact Enter the contact’s name on Enter phone number or Enter email address.

Thank you for your interest.

Sincerely,

Enter the name of the person signing

Enter their role, eg Director