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**Control letter 10: Opening a Classification**

**Insert Date:**

Dear,

As you know, BNI has policies and a strong Code of Ethics (with reference to Policy No. 2.5.4), which must be followed as a condition of membership. After careful consideration and a review of your participation history, the Regional team has found that you have failed to meet your commitments to the chapter and BNI. Due to noncompliance of BNI policies (which includes attendance policy & non-payment of meeting fees) accordingly, your current membership has ended.

We wish you every success in your future endeavours.