

[Your Organization's Name]
[Your Organization's Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Member's Full Name]
[Member's Address]
[City, State, ZIP Code]
[Email Address]

Dear [Member's First Name],

Subject: Incomplete Action Plan from Member Accountability Process

I hope this message finds you well. We are writing to follow up on the action plan that was established during our member accountability meeting held on [date of meeting]. As part of our commitment to maintaining a positive and productive environment within [Your Organization's Name], it is essential that all members adhere to the agreed-upon action plans.

According to our records, the following action items were assigned to you:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

The deadlines for these tasks were as follows:

- [Action Item 1 Deadline]
- [Action Item 2 Deadline]
- [Action Item 3 Deadline]

As of [current date], we have not received confirmation of the completion of these tasks. It is important for the integrity of our organization and the well-being of all members that these matters are addressed promptly.

Please respond to this letter by [response deadline], indicating the current status of each action item and, if applicable, providing a new timeline for their completion. If you require

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assistance or have encountered challenges that have prevented you from completing the action plan, please let us know so we can work together to find a solution. Failure to respond to or complete the action plan may result in further action, in accordance with our bylaws and the member accountability process.

If I do not receive the completed action items by [insert new date] I will recommend the initiation of the membership removal process.

Our goal is to support your continued participation in [Your Organization's Name] while ensuring that all members uphold their commitments.

We appreciate your prompt attention to this matter and look forward to your response. Should you have any questions or need assistance, please do not hesitate to contact us at [Your Organization's Email Address] or [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]