lovetoknow
advice women can trust
Logo will not print with document

[Recipient name]
[Company name]
[Street Address]
[City], [State] [Zip Code]

[Insert date]

[Dear Mr./Ms. Last Name]:

I am contacting you today to make sure you are aware that [XYZ Professional Association] has a strict policy prohibiting the use of the group's membership directory for solicitation purposes. As the organization's [insert title, such as president, compliance chair, etc.], I have received complaints from a few members over the past few weeks indicating that they started receiving solicitation email messages from your company shortly after you were approved for membership last month.

Please review our group's non-solicitation policy, which is available on our website at [insert full URL]. You will note it clarifies that the list is provided as a courtesy to facilitate finding contact information to reach out to other members you have met at meetings with specific questions or inquiries, but should not be used for any business development or other solicitation activities. It also specifies that members' contact information should not be provided to third parties without their express consent.

If [XYZ Professional Association]'s membership directory was used to add members to your firm's email list, or any other marketing lists, please remove their names and contact information immediately and avoid using the list in this manner in the future. Thank you for your prompt attention to this matter.

If I can answer any questions about the policy, please let me know. If you are interested in approved opportunities to promote your company's products or services to the group, please contact [insert name], our sponsorship chair, at [insert phone number] or [insert email address].

Regards,

[Signature]