

SAMPLE SUSPENSION LETTER (Adults)

SENT BY REGISTERED MAIL

Date

Recipient's name and address

Dear...

The philosophy behind the operation of *ABC Community Centre* is to provide a place where members of our community can participate in recreational, cultural and social activities in a safe, respectful environment.

Based on a concern raised by members of our Board of Directors and members of the community regarding your conduct at the Community Centre on *(insert date(s))*, the *ABC Community Centre* Executive has made the following determination:

“That as of the date of this letter, you do not attend any of the premises of *ABC Community Centre*. Failure to abide by this decision will result in the Winnipeg Police Services being contacted to have you removed and charged with trespassing under the Petty Trespasses Act.”

The *ABC Community Centre* Board Executive

c.c. Winnipeg Police Services
City of Winnipeg, Community Services Department