

Membership Cancellation Letter

Subject: Request to Cancel Membership

Dear [Membership Department/Manager],

I am writing to request the cancellation of my membership with [organization/club name], effective [desired date]. My membership ID is [membership number].

Although I have enjoyed being a part of your organization, I have decided to discontinue my membership due to [personal circumstances/scheduling conflicts/financial reasons]. I would appreciate written confirmation once the cancellation has been processed.

Thank you for the services and experiences I have enjoyed as a member. I wish the organization continued success.

Sincerely,

[Your Name]

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