Club Membership Termination Letter

[Club Name]

[Address]

[City, State, ZIP Code]

[Date]

[Member's Name]

[Member's Address]

[City, State, ZIP Code]

Dear [Member's Name],

We regret to inform you that your membership with [Club Name] will be terminated, effective [Termination Date]. This decision is based on [reason for termination, such as non-compliance with club rules, etc.].

Please return any club property or materials in your possession by [Deadline for Property Return].

Your membership fees for the current period will not be refunded.

We appreciate your past involvement with our club.

Sincerely,

[Your Name]

[Club Position]

[Club Contact Information]