

# Membership Cancellation Letter

Dear [Membership Services],

I am writing to inform you that I wish to cancel my membership with your organization, effective immediately. My membership number is [insert membership number], and my name is [insert your name].

Please confirm in writing that you have received this letter and that my membership has been canceled. I would appreciate it if you could also provide me with any necessary information regarding the cancellation process, such as any fees or outstanding balances that may need to be settled before my membership can be canceled.

I would like to take this opportunity to thank you for the services and benefits that you have provided during my time as a member. Although I have decided to cancel my membership, I will continue to hold your organization in high regard.

Thank you for your attention to this matter.

Sincerely,

[Your Name]