

Formal letter to cancel a membership

Subject: Membership Cancellation Request

Dear [Membership Department],

I am writing to formally request the cancellation of my membership with [Organization/Club Name], effective immediately.

Please confirm the termination of my membership and provide details regarding any outstanding dues or formalities required from my side.

Thank you for your attention and assistance in processing this request.

Sincerely,

[Your Name]

[Membership ID or Account Number]

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