

Letter requesting temporary pause or cancellation of membership

Subject: Temporary Membership Cancellation

Dear [Membership Department],

Due to [Reason, e.g., relocation, travel, personal circumstances], I request a temporary suspension or cancellation of my membership with [Organization/Club Name] starting from [Start Date].

Please advise on any required formalities and confirmation of the cancellation period.

Thank you for your assistance.

Sincerely,

[Your Name]

[Membership ID]

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