

Cancellation letter requesting refund

Subject: Membership Cancellation with Refund Request

Dear [Membership Department],

I am writing to cancel my membership with [Organization/Club Name] effective [Date].

As per the membership policy, I kindly request a refund for the remaining period of my membership.

Please confirm the cancellation and the refund process at your earliest convenience.

Sincerely,

[Your Name]

[Membership ID]

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