## Formal automated notice for membership cancellation

ember Name],				
o confirm the cancellation	n of your members	hip with [Organiza	tion/Club Name] e	effective
	<b>-</b>	•	•	ember Name], o confirm the cancellation of your membership with [Organization/Club Name] e

Any applicable refunds or dues have been processed as per policy.

We appreciate your time with us and wish you all the best.

Subject: Membership Termination Notification

Regards,

[Organization Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/membership-cancellation-letter