

Formal Membership Termination Letter

Subject: Termination of Membership

Dear [Membership Coordinator/Manager],

I am writing to formally request the termination of my membership with [Organization/Club Name] effective from [date]. Please consider this letter as my official notice in accordance with your membership policy.

I would appreciate a confirmation of the termination and any final procedures that need to be completed.

Thank you for your support and cooperation.

Sincerely,

[Your Name]

[Membership ID / Details]

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