

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Club Manager's Name],

I am writing to formally request the cancellation of my membership at [Club Name], effective [desired cancellation date]. My membership ID is [Your Membership ID].

Due to [brief reason for cancellation, e.g., personal circumstances, relocation, etc.], I am unable to continue my membership at this time.

I would appreciate your confirmation of this cancellation and any final details regarding my account closure. Please let me know if there are any formalities that I need to complete.

Thank you for your understanding.

Sincerely,

[Your Name]