

Loyalty Program Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name/Customer Service],

I am writing to formally request the cancellation of my membership in the [Loyalty Program Name]. My membership ID is [Your Membership ID].

While I appreciate the benefits provided by the program, I have decided to discontinue my participation for personal reasons.

Please process my cancellation and confirm it via email at your earliest convenience. If there are any additional steps I need to take to complete this process, kindly let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]