

Membership Cancellation Request

Date: [Insert Date]

To,
[Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Customer Service/Support Team],

I am writing to formally request the cancellation of my membership for the [Service Name] effective immediately. My account details are as follows:

Account Holder Name: [Your Name]
Account Email: [Your Email Address]
Membership ID: [Your Membership ID]

Please confirm the cancellation of my membership and let me know if there are any further actions required from my side. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,
[Your Name]
[Your Contact Information]