

Membership Cancellation Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Member's Name],

We are writing to acknowledge the receipt of your membership cancellation request dated [Insert Request Date]. We regret to see you go and would like to thank you for being a valued member of [Organization/Company Name].

Your membership will officially end on [Insert End Date]. Please note that you will not be charged any further fees beyond this date.

If you have any feedback to help us improve our services or if you have any questions regarding your cancellation, please do not hesitate to reach out to us.

Thank you for your time with us, and we hope to have the opportunity to serve you again in the future.

Sincerely,

[Your Name]

[Your Position]

[Organization/Company Name]

[Contact Information]