

Membership Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my online membership with [Company Name], effective immediately. My membership details are as follows:

- Membership ID: [Your Membership ID]
- Account Email: [Your Account Email]

I would appreciate a confirmation of my membership cancellation and any further instructions regarding the process. Thank you for your assistance.

Sincerely,

[Your Name]