

Club Membership Discontinuation Confirmation

Date: [Insert Date]

Dear [Member's Name],

We would like to inform you that we have received your request for discontinuation of your membership with [Club Name]. This letter serves as a formal confirmation of your membership discontinuation, effective [Insert Effective Date].

We appreciate your time spent with us and hope that you have enjoyed being a part of our community. Should you wish to rejoin at any point in the future, we would be happy to welcome you back.

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you and best wishes,

Sincerely,

[Your Name]

[Your Title]

[Club Name]

[Contact Information]