

# Letter of Intent to Cancel Membership

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Association Name]

[Association Address]

[City, State, Zip Code]

Dear [Association Name] Board,

I am writing to formally express my intent to cancel my membership with [Association Name], effective immediately.

My membership ID is [Your Membership ID]. After careful consideration, I have decided that it is in my best interest to discontinue my membership.

Please confirm the cancellation of my membership and any final details regarding this process. I appreciate having been a part of [Association Name] and wish the organization continued success.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]