

Notification of Cancellation of Association Services

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that, effective immediately, we will be canceling the association services provided to you as of [Cancellation Date]. This decision was made after careful consideration and is necessary due to [brief reason for cancellation].

Please note that all services will cease as of the date mentioned above, and any outstanding invoices should be settled by [Date]. If you have any questions or require further clarification, feel free to reach out to us at [Contact Information].

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Association Name]

[Your Association Address]

[City, State, Zip Code]

[Contact Information]