

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Association Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the termination of my association services with [Company/Association Name], effective [desired termination date].

After careful consideration, I have decided to discontinue my services for personal reasons. I kindly ask that you process this request promptly and send me a confirmation of the termination.

Thank you for your understanding and the services provided during our association. Please let me know if you require any further information.

Sincerely,

[Your Name]