

# Membership Cessation Confirmation

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

Dear [Member's Name],

We are writing to confirm the cessation of your membership with [Organization Name], effective [Effective Date]. We acknowledge your decision and want to take this opportunity to express our gratitude for your contributions during your time with us.

Please note that any outstanding balances or obligations should be settled by [Due Date]. Should you wish to rejoin in the future, we would be pleased to welcome you back.

If you have any questions or require further information, please feel free to contact us at [Contact Information].

Thank you once again for being a valued member of our community.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]