

Membership Termination Confirmation

Date: [Insert Date]

Dear [Member's Name],

We hereby acknowledge the receipt of your request to terminate your membership with [Organization/Club Name]. This letter serves as confirmation that your membership has been successfully terminated as of [Termination Date].

We appreciate your time with us and thank you for being a part of our community. If you have any questions or require further assistance, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Organization/Club Name]

[Contact Information]