

# Termination of Membership

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Membership Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Membership Organization Name],

I am writing to formally terminate my membership with [Membership Organization Name], effective immediately. My membership ID is [Insert Membership ID].

While I appreciate the services provided during my time as a member, I have decided not to continue my membership for personal reasons.

Please confirm the termination of my membership and ensure that no further charges are applied to my account. I would also appreciate information regarding any final statements or paperwork required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]