

Contract Termination Confirmation

Date: [Insert Date]

To: [Member's Name]

[Member's Address]

Dear [Member's Name],

We are writing to confirm the termination of your membership with [Company/Organization Name] as per your request received on [Date of Request]. Your membership will officially terminate on [Effective Termination Date].

We acknowledge that this decision is final, and you will no longer have access to member benefits starting from the effective termination date.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for being a part of [Company/Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[Contact Information]