

# Membership Cancellation Confirmation

Dear [Member's Name],

We are writing to confirm the cancellation of your membership with [Organization/Company Name] as of [Cancellation Date].

Your membership ID was [Membership ID]. As per your request, we have processed your cancellation, and you will no longer be charged for membership fees.

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

Thank you for being a part of our community.

Sincerely,

[Your Name]

[Your Position]

[Organization/Company Name]

[Contact Information]