

Membership Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

Thank you for the services provided during my membership period.

Please confirm the cancellation of my membership and ensure that no further charges are made to my account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]