

Membership Discontinuation Acknowledgment

Date: [Insert Date]

[Member's Name]

[Member's Address]

Dear [Member's Name],

We acknowledge the receipt of your request to discontinue your membership with [Organization/Club Name]. We are sorry to see you go and would like to take this opportunity to confirm that your membership has been officially terminated as of [Effective Termination Date].

If you have any feedback regarding your experience with us or the reason for your discontinuation, we would greatly appreciate hearing it. Your insights help us improve our services.

Thank you for being a part of [Organization/Club Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Organization/Club Name]

[Contact Information]