

Confirmation of Membership Closure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Member's Name],

We hereby confirm the closure of your membership with [Organization/Club Name] as per your request received on [Request Date]. Your membership number was [Membership Number].

Please be informed that all benefits associated with your membership will cease immediately, and any pending transactions will be completed by [Completion Date].

We appreciate your membership and wish you all the best in your future endeavors. If you have any questions or require further assistance, please do not hesitate to contact us.

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

Sincerely,

[Your Name]

[Your Position]

[Organization/Club Name]

[Contact Information]