

# Membership Withdrawal Confirmation

Date: [Insert Date]

To: [Member's Name]

[Member's Address]

Email: [Member's Email]

Dear [Member's Name],

We are writing to confirm the receipt of your request for membership withdrawal from [Organization/Club Name]. Your membership ID was [Membership ID]. This withdrawal will take effect as of [Effective Date].

We appreciate your time with us and hope you found your experience valuable. Should you decide to return in the future, we would be more than happy to welcome you back.

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

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

Best regards,

[Your Name]

[Your Position]

[Organization/Club Name]

[Organization Contact Information]