

Termination of Membership Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally confirm the termination of my membership with [Organization Name], effective immediately. I appreciate the services provided during my time as a member but have decided to pursue other opportunities.

Please ensure that my membership details are removed from your records and let me know if there are any final steps that need to be completed from my side.

Thank you for your understanding.

Sincerely,

[Your Name]