

Membership Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Club Name]

[Club Address]

[City, State, ZIP Code]

Dear [Club Manager's Name],

I am writing to formally request the cancellation of my membership at [Club Name], effective immediately.

My membership details are as follows:

- Member ID: [Your Member ID]
- Membership Type: [Type of Membership]

Due to [brief reason for cancellation, if desired], I have decided to terminate my membership. Please confirm the cancellation of my membership and ensure that no further payments are deducted from my account.

Thank you for your attention to this matter. I appreciate the time I have spent at [Club Name] and hope to return in the future.

Sincerely,

[Your Name]