

Club Membership Termination

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that your membership with [Club Name] is hereby terminated effective immediately. This decision has been made based on [brief reason, e.g., failure to adhere to club policies, non-payment of dues, etc.].

We appreciate your participation in our club and thank you for your contributions during your time as a member. Should you have any questions or wish to discuss this matter further, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Club Contact Information]