

# Cancellation of Membership Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Membership Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Membership Company],

I am writing to formally request the cancellation of my membership subscription effective immediately. My membership ID is [Your Membership ID].

As per the terms and conditions of my subscription, I understand that I am required to provide this notice to ensure the cancellation process is handled accordingly.

Please confirm the cancellation of my subscription and let me know if there are any further steps I need to take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]