

Membership Cancellation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Email: [Company Email]

Dear [Customer Service Team/Specific Name],

I am writing to formally request the cancellation of my membership subscription with [Membership Name], effective immediately. My membership details are as follows:

- Name: [Your Full Name]
- Membership ID: [Your Membership ID]
- Email associated with the account: [Your Email]

Please confirm the cancellation of my subscription at your earliest convenience. If there are any further actions required on my part, kindly let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Contact Number]