

# Membership Cancellation

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the cancellation of my membership with the [Hospitality Association Name], effective immediately. My membership ID is [Insert Membership ID].

Due to [briefly explain reason, e.g., personal circumstances, financial reasons, etc.], I have decided to discontinue my affiliation with the association. I appreciate the support and benefits I have received during my time as a member.

Please confirm the cancellation of my membership in writing. Should there be any further steps required on my part, do let me know.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]