

Date: [Insert Date]

[Union Name]

[Union Address]

[City, State, Zip Code]

Dear [Union Representative's Name],

I am writing to formally request the deactivation of my union membership with [Union Name] effective immediately. My name is [Your Name], and my membership number is [Your Membership Number].

Due to [brief reason for deactivation, if comfortable sharing], I have decided to discontinue my membership at this time.

Thank you for your assistance in this matter. I appreciate the support I have received from the union during my membership.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]