Union Membership Revocation Letter

Date:
To,
The Membership Coordinator
[Union Name]
[Union Address]
[City, State, Zip Code]
Dear [Membership Coordinator's Name],
I am writing to formally request the revocation of my membership with [Union Name], effective immediately. My details are as follows:
Name: [Your Full Name] Membership ID: [Your Membership ID] Address: [Your Address] Contact Number: [Your Phone Number]
It is my understanding that I am entitled to revoke my membership as per the union's policies. Please process this request and provide me with a confirmation of my membership revocation at your earliest convenience.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)] [Your Printed Name]