

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that I will not be renewing my membership agreement with [Organization's Name], effective [End Date of Membership]. After careful consideration, I have decided to pursue other opportunities that align more closely with my current goals.

Thank you for the support and opportunities provided during my membership. I appreciate the experiences I gained and the connections I made during my time with the organization.

If you require any further information or documentation from my side, please feel free to reach out. Wishing [Organization's Name] continued success in the future.

Sincerely,

[Your Name]