

Membership Cancellation Notice

Date: [Insert Date]

[Charity Organization Name]

[Charity Organization Address]

[City, State, Zip Code]

Dear [Charity Organization],

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

Due to [reason for cancellation, e.g., personal circumstances, financial reasons, etc.], I am unable to continue my support at this time.

I would like to take this opportunity to thank you for the work you do and the impact you have made in the community. I genuinely appreciate the efforts and dedication of your team.

Please confirm the cancellation of my membership and ensure that no further charges are billed to my account.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]