

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Membership Organization Name]

[Organization Address]

[City, State, ZIP Code]

Subject: Membership Cancellation Request

Dear [Membership Organization Name],

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

Due to [brief reason for cancellation, if desired], I have decided that it is best for me to discontinue my membership at this time.

Please send me a confirmation of my membership cancellation at your earliest convenience. I also request that you cease any further billing associated with my membership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]