

Library Membership Renewal Cancellation Request

Date: [Insert Date]

To:

Library Name
Library Address
City, State, Zip Code

Dear [Librarian's Name or Library Staff],

I am writing to formally request the cancellation of my library membership renewal. My membership details are as follows:

- Name: [Your Name]
- Membership ID: [Your Membership ID]
- Address: [Your Address]
- Email: [Your Email]
- Phone: [Your Phone Number]

Due to [reason for cancellation, e.g., personal circumstances, moving, etc.], I would like to cancel the renewal of my membership that is scheduled to be processed on [Renewal Date].

Please confirm the cancellation at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]