

Cancellation of Library Services

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian/Library Director's Name],

I am writing to formally request the cancellation of my library services with [Library Name]. My library card number is [Library Card Number].

Due to [reason for cancellation, e.g., relocation, personal circumstances, etc.], I am unable to continue utilizing the services provided by your library.

Please confirm that my membership has been canceled and that no further fees will be charged to my account. If there are any materials still checked out, I will ensure they are returned promptly.

Thank you for the services offered during my time as a member. I appreciate your understanding.

Sincerely,

[Your Name]