

Cancellation Notice for Library Membership

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you that I wish to cancel my library membership with [Library Name]. My membership number is [Membership Number].

Due to [reason for cancellation, e.g., relocation, financial constraints, etc.], I will no longer be able to avail the services provided by your esteemed library.

Please consider this letter as my official request for cancellation, effective immediately. I request that you confirm the cancellation of my membership and any final outstanding obligations, if any.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]