

Library Membership Discontinuation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian/Library Director's Name],

I am writing to formally request the discontinuation of my library membership with [Library Name]. My membership ID is [Your Membership ID].

Due to [reason for discontinuation, e.g., relocation, personal reasons], I find it necessary to end my membership effective immediately.

I appreciate the services and resources the library has provided during my membership. Thank you for your understanding.

Sincerely,

[Your Name]