

Library Membership Cancellation 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 [Library Coordinator's Name],

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

Due to [a brief reason for cancellation - optional], I will no longer require the services provided by the library.

Please confirm the cancellation of my membership and any final details regarding any outstanding fees or return of materials.

Thank you for your assistance during my time as a member.

Sincerely,

[Your Name]