

Library Membership Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

The Library Manager

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Library Manager's Name],

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

Due to [reason for termination, e.g., personal circumstances, relocation, etc.], I am unable to continue my membership. I kindly ask you to process my termination request at your earliest convenience.

I appreciate the services provided by the library during my membership period and thank you for your understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]