

# Library Membership Withdrawal

Date: [Insert Date]

To,  
The Librarian,  
[Library Name],  
[Library Address],  
[City, State, Zip Code]

Subject: Request for Withdrawal of Library Membership

Dear [Librarian's Name],

I am writing to formally request the withdrawal of my library membership at [Library Name]. My membership ID is [Membership ID]. After careful consideration, I have decided that it is in my best interest to terminate my membership as of [Effective Date of Withdrawal].

I would appreciate it if you could confirm the cancellation of my membership and any final procedures that need to be followed. Additionally, please let me know if there are any outstanding materials or fees that I must settle before the withdrawal is complete.

Thank you for your assistance in this matter. I have enjoyed my time as a member and appreciate the services provided by [Library Name].

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]