

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Library Name
Library Address
City, State, Zip Code

Dear [Library Name/Manager],

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

Due to [brief reason for cancellation, e.g., personal reasons, relocation, etc.], I find it necessary to end my subscription at this time.

Please confirm the cancellation of my subscription and inform me if there are any further actions required on my part.

Thank you for your assistance.

Sincerely,
[Your Name]