

# Request to End Library Membership

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 Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my library membership, effective immediately. My membership ID is [Your Membership ID].

Due to [brief reason for cancellation, e.g., relocating, change in personal circumstances], I find it necessary to end my membership at this time.

Please confirm the cancellation of my membership at your earliest convenience. I would appreciate any assistance you can provide regarding the return of any outstanding materials.

Thank you for your understanding and support during my time as a member.

Sincerely,

[Your Name]