

Resignation from Library Membership

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Librarian,

[Library Name]

[Library Address]

[City, State, Zip Code]

Dear [Librarian's Name],

I am writing to formally resign from my membership at [Library Name], effective immediately. I have enjoyed being a part of the library community, but due to [brief reason if you wish to include], I find it necessary to discontinue my membership.

I would like to thank you and the staff for the wonderful service and support provided during my time as a member. I appreciate the resources and opportunities that I have accessed.

Please let me know if there are any formalities I need to complete before finalizing my resignation.

Thank you once again for everything.

Sincerely,

[Your Name]