

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of my decision to discontinue my annual membership with [Company/Organization Name], effective [Last Membership Date].

This decision was not made lightly, as I have greatly appreciated the benefits and community opportunities provided during my membership. However, due to [brief explanation of reason, e.g., personal circumstances, financial considerations, etc.], I believe it is in my best interest to discontinue my membership at this time.

Please let me know if there are any formalities I need to complete or information you need from me to finalize this discontinuation.

Thank you for your understanding. I wish [Company/Organization Name] continued success in the future.

Sincerely,

[Your Name]