

# Loyalty Program Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name] Customer Service,

I am writing to formally request the cancellation of my loyalty program membership, effective immediately. My membership ID is [Your Membership ID].

I appreciate the benefits I have received, but I have decided to discontinue my participation in the program.

Please confirm the cancellation of my membership via email or mail. If there are any further actions required from my side, kindly let me know.

Thank you for your assistance.

Sincerely,

[Your Name]