

Membership Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally cancel my educational membership with [Institution/Organization Name], effective immediately. My membership ID is [Your Membership ID].

After careful consideration, I have decided not to continue my membership for personal reasons. I appreciate the opportunities I have had while being a member, but I believe this is the best decision for me at this time.

Please confirm the cancellation of my membership, and kindly let me know if there are any further actions required on my part. I would also appreciate a confirmation email regarding the status of my cancellation.

Thank you for your understanding.

Sincerely,

[Your Name]