

Membership Termination Request

Date: [Insert Date]

To: [Dance Studio Name]

[Studio Address]

[City, State, Zip Code]

Dear [Studio Owner/Manager's Name],

I hope this message finds you well. I am writing to formally request the termination of my dance studio membership, effective immediately/after the notice period of [insert timeframe, if applicable].

My membership details are as follows:

Full Name: [Your Full Name]

Membership ID: [Your Membership ID]

Email Address: [Your Email]

Phone Number: [Your Phone Number]

While I have greatly enjoyed my time at the studio and appreciate all the instruction I received, personal circumstances have necessitated this decision. Please let me know if there are any further actions needed on my part or if there are any outstanding payments to settle.

Thank you for your understanding, and I hope to return in the future.

Sincerely,

[Your Name]