

Membership Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Dance Studio Name]

[Studio Address]

[City, State, Zip Code]

Dear [Dance Studio Owner/Manager's Name],

I am writing to formally resign my membership from [Dance Studio Name], effective [Last Day of Membership, if applicable].

This decision was not easy to make, as I have greatly enjoyed my time as a member and have appreciated the instruction and camaraderie I found in the studio. However, due to [brief explanation of reason, e.g., personal commitments, financial reasons, relocation], I am unable to continue my membership.

I want to thank you and the entire staff for the wonderful experiences I've had and the skills I have developed during my time at the studio. I will cherish the memories and friendships I have made.

Please let me know if there are any formal steps I need to complete or any final payments due before my resignation takes effect.

Thank you once again for everything. I wish [Dance Studio Name] continued success in the future.

Sincerely,

[Your Name]