

Termination of Membership

Dear [Member's Name],

We regret to inform you that your membership with [Dance Studio Name] will be terminated effective immediately. This decision has been made due to [reason for termination, e.g., non-payment, breach of contract, etc.].

Please ensure that any outstanding payments are settled by [date]. If you have any belongings in the studio, we encourage you to collect them by [collection date].

Thank you for being a part of our dance community. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Dance Studio Name]

[Contact Information]