

# Membership Cancellation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Ride Share Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my ride share membership with [Ride Share Company Name]. My account details are as follows:

**Account Name:** [Your Account Name]

**Account Number:** [Your Account Number]

Please consider this letter as my official request to terminate my membership effective immediately. I would appreciate a confirmation of this cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]