

Membership Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Beer Club Name]

[Beer Club Address]

[City, State, Zip Code]

Dear [Beer Club Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my membership with [Beer Club Name], effective immediately. My membership ID is [Your Membership ID].

Due to [reason for cancellation], I find myself unable to continue enjoying the benefits of being part of your esteemed club.

Please confirm the cancellation of my membership at your earliest convenience. I would appreciate any final instructions regarding my account.

Thank you for the experiences and camaraderie over the past [duration of membership]. I wish you and the club continued success.

Sincerely,

[Your Name]