

Beer Club Membership Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Beer Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Club Manager's Name],

I am writing to formally request the cancellation of my beer club membership, effective immediately. My membership ID is [Your Membership ID].

Due to [brief reason for cancellation, e.g., personal reasons, financial constraints], I am unable to continue my membership at this time.

Please confirm the cancellation of my membership and ensure that no further charges are applied to my account. I would appreciate it if you could send me a confirmation email regarding the cancellation.

Thank you for your service and understanding.

Sincerely,

[Your Name]