

Membership Cancellation Letter

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Current Date]

To:

Community Center Name
Community Center Address
City, State, Zip

Subject: Membership Cancellation

Dear [Community Center Manager's Name],

I am writing to formally request the cancellation of my membership at [Community Center Name], effective immediately. My membership number is [Membership Number].

Unfortunately, I have been dissatisfied with the services provided, particularly [mention specific issues, e.g., cleanliness, equipment availability, staff behavior]. I had hoped for a more positive experience and am disappointed that my expectations were not met.

Thank you for your attention to this matter. Please confirm the cancellation of my membership at your earliest convenience. I would appreciate it if you could also provide details regarding any final charges, if applicable.

Sincerely,

[Your Name]