

# Membership Cancellation Request

Date: [Insert Date]

To: [Community Center Name]

Address: [Community Center Address]

Dear [Community Center Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my membership at [Community Center Name], effective immediately.

Due to recent changes in my lifestyle, I am unable to continue utilizing the facilities and services provided by the center. This decision was not made lightly, as I have greatly enjoyed my time as a member and appreciate the community atmosphere and programs offered.

Please let me know if there are any forms or procedures I need to complete as part of this cancellation process. I would also appreciate confirmation of my membership cancellation.

Thank you for your understanding, and I wish the community center continued success in the future.

Sincerely,

[Your Name]

[Your Membership ID]

[Your Contact Information]