

# Membership Cancellation Notice

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the cancellation of my membership at [Community Center Name] due to my recent relocation. My membership number is [Membership Number].

Unfortunately, I will no longer be able to utilize the services offered by the community center as I have moved to [New Location]. I have appreciated the facilities and programs during my time as a member and am grateful for the experiences I've had.

Please confirm the cancellation of my membership effective immediately. If there are any further steps I need to take regarding this process, kindly let me know.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]