

Membership Cancellation Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the cancellation of my membership at [Community Center Name], effective immediately. Unfortunately, due to financial constraints, I am unable to continue my membership at this time.

My membership details are as follows:

- Full Name: [Your Full Name]
- Membership ID: [Your Membership ID]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

I would appreciate any confirmation of my cancellation and any further steps I may need to take. Thank you for your understanding.

Sincerely,

[Your Full Name]