

Membership Cancellation Request

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the cancellation of my membership at the [Community Center Name], effective immediately. Due to a recent injury, I am unable to continue participating in activities at the center.

My membership details are as follows:

- Name: [Your Name]
- Membership ID: [Your Membership ID]
- Membership Type: [Type of Membership]

Please confirm the cancellation of my membership at your earliest convenience and let me know if there are any further actions required on my part.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]