

Membership Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Community Center Name]

[Community Center Address]

[City, State, Zip Code]

Dear [Community Center Manager's Name],

I am writing to formally request the cancellation of my membership at [Community Center Name], effective immediately, for personal reasons. My membership ID is [Your Membership ID].

I have enjoyed my time at the community center and appreciate the programs and services offered. However, due to [brief explanation of personal reasons, optional], I am unable to continue my membership at this time.

Please let me know if there is any further information required to process my cancellation. I would appreciate confirmation of my membership cancellation at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]