

Community Center Membership Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the cancellation of my membership at [Community Center Name] due to ongoing scheduling conflicts that prevent me from utilizing the facilities as intended.

My membership ID is [Membership ID], and I have enjoyed being part of the community. Unfortunately, my current commitments do not allow me to participate in activities as I had originally planned.

Please let me know if there are any further steps I need to take to finalize this cancellation. I appreciate your assistance and understanding in this matter.

Thank you for your attention.

Sincerely,

[Your Name]