

Chamber of Commerce Membership Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Chamber of Commerce Name]

[Chamber Address]

[City, State, Zip Code]

Dear [Chamber of Commerce Manager's Name],

I am writing to formally request the cancellation of my membership with [Chamber of Commerce Name], effective immediately. My membership number is [Membership Number].

While I have appreciated the benefits and opportunities provided during my time as a member, I have decided to discontinue my membership for personal reasons.

Please confirm the cancellation of my membership and let me know if there are any further steps that I need to take.

Thank you for your understanding.

Sincerely,

[Your Name]