

Membership Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Professional Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally cancel my membership with [Professional Organization's Name], effective immediately. Unfortunately, due to personal reasons, I can no longer continue my membership at this time.

I have greatly appreciated the opportunities this organization has provided me and the professional development I have gained during my membership. I hope to have the opportunity to rejoin in the future when circumstances allow.

Thank you for your understanding.

Best regards,

[Your Name]