

Membership Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Organization Contact/Committee Name],

I am writing to formally request the termination of my membership with [Organization Name], effective immediately. My membership ID is [Insert Membership ID].

This decision is based on [briefly state reason, e.g., personal circumstances, change in career, etc.]. I appreciate the opportunities and experiences I have gained during my time as a member, and I am grateful for your support.

Please confirm the termination of my membership at your earliest convenience. If there are any further steps I need to complete, please let me know.

Thank you for your understanding.

Sincerely,

[Your Name]