

# Membership Unsubscription 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/Member Services],

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

Due to [brief reason for unsubscription, e.g., personal reasons, relocation, etc.], I am unable to continue my membership at this time.

Please confirm the cancellation of my membership and ensure that no further charges are applied to my account. I would appreciate written confirmation once the cancellation has been processed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]