

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Networking Group Name]

[Group Address]

[City, State, Zip Code]

Dear [Group Coordinator's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel my membership in [Networking Group Name], effective immediately.

After careful consideration, I believe this is the best decision for my current personal and professional circumstances. I have appreciated the opportunities to network and collaborate with fellow members and value the experiences I gained during my time in the group.

Please let me know if there are any formalities I need to complete to finalize my cancellation. I would also appreciate confirmation of the cancellation of my membership.

Thank you for your understanding.

Sincerely,

[Your Name]