

Formal Notice of Membership Cancellation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Networking Group Name]
[Group Address]
[City, State, Zip Code]

Dear [Networking Group Coordinator's Name],

I am writing to formally notify you of my cancellation of membership in [Networking Group Name], effective immediately. My member ID is [Your Member ID].

While I have appreciated the opportunities and connections I have gained during my time as a member, I have decided to pursue other interests and commitments at this time.

Please confirm the cancellation of my membership in writing. If there are any final details or steps needed on my part, kindly let me know.

Thank you for your understanding.

Sincerely,

[Your Name]