

Subject: Notice of Membership Cancellation

Date: [Insert Date]

Dear [Networking Group Coordinator's Name],

I hope this message finds you well. I am writing to formally announce my intention to cancel my membership with [Networking Group Name], effective immediately.

While I have appreciated the opportunities to connect and engage with other members, I have decided to pursue other commitments that require my attention.

Thank you for the experiences and connections I gained during my time as a member. I wish you and the group continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]