

# Membership Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Networking Group Name]

[Group Address]

[City, State, Zip Code]

Dear [Networking Group Name/Administrator],

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

While I have greatly appreciated the opportunities and connections provided through this group, I have decided to discontinue my membership due to [brief reason, e.g., personal circumstances, change of focus, etc.].

Please confirm the cancellation of my membership and do not hesitate to reach out if you need any further information from my side.

Thank you for your understanding.

Sincerely,

[Your Name]