

# Membership Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Volunteer Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Organization Coordinator's Name],

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

While I appreciate the opportunities I have had to contribute to the organization, I have decided to step back due to [brief reason, e.g., personal commitments, relocation, etc.].

Please confirm the termination of my membership and let me know if there are any final steps I need to complete.

Thank you for your understanding.

Sincerely,

[Your Name]