

Membership Opt-Out Request

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Email: [Customer Email]

Phone: [Customer Phone Number]

To: [Hardware Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Hardware Store Manager's Name],

I am writing to formally request the cancellation of my loyalty membership with [Hardware Store Name]. My membership details are as follows:

Membership ID: [Insert Membership ID]

Name on Account: [Customer Name]

While I appreciate the benefits of the loyalty program, I have decided to opt-out for personal reasons. Please process my request to terminate my membership at your earliest convenience.

If you require any further information, feel free to contact me at the email or phone number listed above.

Thank you for your assistance.

Sincerely,

[Customer Name]