

Membership Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Hardware Store Name]

[Store Address]

[City, State, Zip Code]

Dear [Store Manager's Name],

I am writing to formally request the cancellation of my membership at [Hardware Store Name], with member ID [Your Member ID].

Please process my cancellation effective immediately. I would appreciate a confirmation of the cancellation via email at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]