

Cancellation of Photography Workshop Membership

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Photography Workshop Name]

[Workshop Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally cancel my membership to the [Photography Workshop Name], effective immediately. My membership ID is [Membership ID].

While I have enjoyed my time at the workshop, due to [reason for cancellation], I have decided this is the best course of action for me at this time.

Please let me know if there are any further steps I need to take to finalize this cancellation. I would also appreciate confirmation of my cancellation via email.

Thank you for your understanding.

Sincerely,

[Your Name]