Membership Termination Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Club Name] Membership Committee,

I hope this message finds you well. I am writing to formally request the termination of my membership with [Club Name], effective immediately. My membership ID is [Membership ID].

This decision comes after careful consideration, and I believe it is in my best interest at this time. I appreciate the experiences and friendships I have gained during my time with the club.

Please confirm the cancellation of my membership and any final steps I need to take. I would also appreciate information regarding any remaining dues or fees that may be applicable.

Thank you for your attention to this matter.

Sincerely,

[Your Name]