

Social Club Annual Fee Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Club Committee/Manager's Name],

I hope this letter finds you well. I am writing to formally request the cancellation of my annual membership fee for the [Club Name] for the upcoming year.

My membership details are as follows:

Membership ID: [Insert Membership ID]

Name: [Your Name]

Email: [Your Email]

Due to [reason for cancellation, e.g., financial constraints, relocation, etc.], I regretfully cannot continue my membership at this time.

I appreciate the experiences and community that [Club Name] provides and hope to rejoin in the future when circumstances allow.

Thank you for your understanding. Please confirm the cancellation of my membership fee at your earliest convenience.

Sincerely,

[Your Name]