

# Membership Cancellation Notice

Date: [Insert Date]

To: [Club Name]

Address: [Club Address]

Dear [Club Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel my membership at [Club Name], effective immediately. My membership ID is [Membership ID].

This decision was not easy to make, as I have greatly enjoyed my time as a member. However, due to [brief reason for cancellation, e.g., personal commitments, relocation], I am unable to continue my membership.

Please let me know if there are any formalities I need to complete to finalize this cancellation. I would appreciate your assistance in processing my request.

Thank you for the wonderful experiences and memories during my time at the club. I wish you and the club continued success.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]