

Subscription Cancellation Request

Date: [Insert Date]

To,

The Membership Coordinator,
[Social Club Name]
[Club Address]
[City, State, Zip Code]

Dear [Membership Coordinator's Name],

I am writing to formally request the cancellation of my membership subscription for [Social Club Name], effective immediately.

My membership details are as follows:

Membership ID: [Insert Membership ID]
Full Name: [Insert Your Name]
Email Address: [Insert Your Email]

While I have enjoyed my time at the club, I have decided to discontinue my membership for personal reasons.

Please confirm my cancellation and halt any further billing to my account.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]