

Subscription Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Club Manager's Name],

I am writing to formally request the termination of my subscription to [Club Name], effective immediately. My member ID is [Your Member ID].

While I have enjoyed being a part of [Club Name], due to [brief reason if desired, e.g., personal circumstances, relocation, etc.], I find it necessary to discontinue my membership.

Please confirm the termination of my subscription and ensure that no further payments are processed from my account. I appreciate your assistance in this matter.

Thank you for your attention to this request. I wish [Club Name] continued success in the future.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]