

Advance Notice of Membership Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Membership Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Membership Organization Name],

I am writing to formally notify you of my intention to cancel my membership with [Organization Name], effective [Last Membership Date]. As per the terms of my membership agreement, I am providing this advance notice to ensure compliance with your cancellation policy.

My membership ID is [Membership ID]. Please confirm the receipt of this notice and provide any necessary steps to finalize my cancellation.

Thank you for the services provided during my membership. I appreciate your attention to this matter.

Sincerely,

[Your Name]