

Membership Cancellation Inquiry

Dear [Membership Services Team/Specific Name],

I hope this message finds you well. I am writing to inquire about the cancellation process for my membership with [Organization/Club Name], which is associated with the account number [Your Account Number].

I would appreciate it if you could provide me with the necessary steps and any relevant information regarding the cancellation. Additionally, please inform me if there are any outstanding obligations or fees required prior to cancellation.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]