

Membership Withdrawal Notification

Date: [Insert Date]

To: [Charitable Organization Name]

Address: [Organization Address]

Dear [Organization Name] Team,

I hope this message finds you well. I am writing to formally withdraw my membership from [Charitable Organization Name], effective [Insert Effective Date].

While I have appreciated the opportunity to be a part of this meaningful organization, due to [brief reason for withdrawal, e.g., personal circumstances, relocation, etc.], I feel it is necessary for me to step back at this time.

Please cancel my membership and remove my information from your records. I would appreciate a confirmation of my membership withdrawal.

Thank you for the work you continue to do. I wish [Charitable Organization Name] all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]