

# Membership Cancellation Notice

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 notify you of my intention to cancel my membership at [Club Name], effective immediately. My membership ID is [Your Membership ID].

Due to [brief reason for cancellation, if desired], I have decided to discontinue my membership. I appreciate the services and experiences provided during my time as a member.

Please confirm the cancellation of my membership and inform me of any final steps I must take.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]