

Service Membership Withdrawal

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Membership Services
Company Name
Company Address
City, State, Zip Code

Dear Membership Services,

I am writing to formally request the withdrawal of my membership from [Service/Company Name], effective immediately. My membership ID is [Your Membership ID].

While I appreciate the services provided, I have decided to discontinue my membership for personal reasons. Please confirm the termination of my membership and ensure that no further charges are applied to my account.

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

Sincerely,
Your Name