

# Membership Cancellation Acknowledgment

Date: [Insert Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

We are writing to acknowledge the receipt of your membership cancellation request dated [Insert Cancellation Date]. We truly appreciate your support and involvement during your time with us.

Your membership will officially terminate on [Insert Termination Date]. Please note that any pending transactions or benefits will be processed accordingly.

If you have any questions or require further assistance, feel free to reach out to our customer support team at [Insert Contact Information].

Thank you again for being a part of our community. We wish you all the best in your future endeavors.

Sincerely,

[Your Organization's Name]

[Your Title]

[Your Organization's Contact Information]