

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Membership Organization Name]

[Organization's Address]

[City, State, Zip Code]

## **Subject: Convenience Fee Dispute Cancellation**

Dear [Membership Organization Name],

I am writing to formally request the cancellation of my recent dispute regarding the convenience fee associated with my membership renewal fees. After considering my options and assessing the situation, I have decided to proceed with my membership renewal without contesting the fee.

My membership details are as follows:

Membership ID: [Insert Membership ID]

Renewal Date: [Insert Renewal Date]

I appreciate your assistance and understanding in this matter. Please confirm the cancellation of my dispute at your earliest convenience. Should you require any further information, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]