

Membership Exit Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Club Manager's Name],

I am writing to formally resign from my membership at [Club Name], effective immediately. My member ID is [Your Member ID].

This decision was not made lightly, and I appreciate the experiences and opportunities that the club has provided me during my time as a member. However, due to [reason for exit, e.g., personal commitments, relocation], I find it necessary to end my membership.

Please process my resignation and confirm the cancellation of my membership. I would appreciate any final correspondence regarding this matter.

Thank you for your understanding.

Sincerely,

[Your Name]