

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Club Name]

[Club Address]

[City, State, Zip Code]

Dear [Club Committee/President's Name],

I am writing to formally notify you of my decision to cease my membership with [Club Name], effective immediately. This decision has not been an easy one, and I have greatly enjoyed my time as a member.

Due to [brief reason, e.g., personal commitments, relocation], I am unable to continue my participation in the club's activities. I appreciate the friendships and experiences I have gained during my membership.

Please confirm the cessation of my membership and let me know if there are any final steps I need to complete.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]