

Membership Cancellation Request

Date: [Insert Date]

To,

[Club Name]

[Club Address Line 1]

[Club Address Line 2]

[City, State, Zip Code]

Dear [Club Manager's Name],

I hope this letter finds you well. I am writing to formally request the cancellation of my membership at [Club Name], effective immediately.

My membership details are as follows:

- Member Name: [Your Name]
- Membership ID: [Your Membership ID]

Due to [brief reason for cancellation, e.g., personal circumstances, relocation], I am unable to continue my membership. I appreciate the experiences and opportunities I have had while being a part of [Club Name].

Please confirm the cancellation of my membership and any final steps I need to complete. If there are any outstanding dues, kindly let me know.

Thank you for your attention to this matter. I wish [Club Name] continued success in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]