

# Membership Cancellation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Membership Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Membership Organization Name],

I am writing to formally notify you of my decision to cancel my membership with [Membership Organization Name], effective immediately.

My membership ID is [Your Membership ID]. Please let me know if you require any further information to process this cancellation.

I appreciate the services I have received during my membership and wish you all the best in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]