

Library Membership Cancellation Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Library Name]
[Library Address]
[City, State, Zip Code]

Dear [Library Manager's Name],

I am writing to formally request the cancellation of my library membership, effective immediately. My membership ID is [Your Membership ID].

I have appreciated the services and resources provided during my time as a member, but due to [reason for cancellation], I have decided to discontinue my membership.

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

Thank you for your assistance.

Sincerely,

[Your Name]