

Dear [Member's Name],

We hope this message finds you well. We are writing to express our sincere regret regarding your recent decision to discontinue your membership with us.

Your presence within our community has been invaluable, and it is with a heavy heart that we acknowledge your departure. We truly appreciate the contributions you made during your time with us.

If there are any specific concerns that prompted your decision, please let us know. We would be eager to address them in hopes of finding a resolution.

Thank you once again for being a part of our community. We wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]