

Membership Cancellation Acknowledgment

Date: [Insert Date]

Dear [Member's Name],

We acknowledge receipt of your request to cancel your membership with [Organization Name]. This letter serves as confirmation that your membership has been successfully canceled as of [Cancellation Date].

We are sorry to see you go. If you have any feedback or would like to discuss your experience with us, please feel free to reach out.

Thank you for being a part of [Organization Name]. We hope to welcome you back in the future.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]