

Membership Cancellation Notice

Date: [Insert Date]

To: [Club Name]

Address: [Club Address]

Dear [Club Manager's Name],

I am writing to formally notify you of my decision to cancel my membership with [Club Name], effective immediately. My membership number is [Membership Number].

Due to [brief reason for cancellation, if desired], I am unable to continue my membership. I appreciate the experiences and opportunities I have had while being a member of the club.

Please confirm the cancellation of my membership and any final dues that may be required. I would appreciate receiving written confirmation of this cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]