

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Library Name]  
[Library Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for FVRL Membership Cancellation

I hope this letter finds you well. I am writing to formally request the cancellation of my Fraser Valley Regional Library (FVRL) membership.

Below are my membership details:

- Full Name: [Your Full Name]
- Library Card Number: [Your Library Card Number]
- Address: [Your Address]

I would appreciate it if you could confirm the cancellation and provide any necessary information regarding final steps, if applicable.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]