

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

Dear [Instructor's Name or "Kung Fu School Management"],
I hope this message finds you well. I am writing to formally request the
cancellation of my membership at [Kung Fu School Name], effective
[desired cancellation date].

Due to [brief reason for cancellation, e.g., personal circumstances,
relocation, financial reasons], I regretfully must end my membership.
Please confirm the cancellation of my membership and any final details or
procedures I need to complete.

Thank you for the valuable training and experiences during my time at the
school. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Membership ID or Account Number, if applicable]