

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Termination of Membership

Dear [Company Name/Recipient's Name],

I am writing to formally terminate my membership in [Program/Organization Name] effective immediately.

After careful consideration, I have decided that I can no longer participate in the program due to my concerns regarding its structure and practices. I believe it is in my best interest to discontinue my involvement with the organization.

Please consider this letter as my official notice of termination. I request that you confirm the termination of my membership and provide any necessary documentation regarding the closure of my account.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]