

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Club/Organization Name]  
[Club Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my membership with [Club/Organization Name], effective immediately.

My membership ID is [Your Membership ID]. This decision was not made lightly, as I have appreciated the experiences and connections made through the club. However, due to [brief reason for cancellation, e.g., personal commitments, relocation, etc.], I find it necessary to discontinue my membership at this time.

Please confirm the cancellation of my membership and any further steps I may need to take. I appreciate your attention to this matter and thank you for the time I have spent as a member of [Club/Organization Name].

Sincerely,  
[Your Name]