

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

Dear [Recipient Name],

Subject: Termination of XP Discount Program

I hope this message finds you well. I am writing to formally notify you of the termination of my participation in the XP Discount Program effective [termination date].

I appreciate the benefits provided through the program; however, I have decided to discontinue my membership for personal reasons.

Please confirm the termination of my participation and ensure that no further discounts will be applied to my account after the specified date.

Thank you for your attention to this matter.

Sincerely,

[Your Name]