

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Membership Department]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Membership Cancellation Notice

Dear [Membership Department/Specific Person's Name],

I am writing to formally request the cancellation of my YNA membership, effective immediately. My membership details are as follows:

- Name: [Your Full Name]
- Membership ID: [Your Membership ID]

Please confirm the cancellation of my membership and any final account statement at your earliest convenience. I appreciate your assistance and understanding.

Thank you for your attention to this matter.

Sincerely,
[Your Name]