

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Withdrawal from [Program/Service Name]

I hope this letter finds you well. I am writing to formally withdraw from [name of program, service or account, e.g., "ZGH membership", "course", etc.], effective immediately.

My decision is based on [briefly state the reason, e.g., "personal circumstances", "change in needs", etc.]. I appreciate the support and services I have received thus far and have valued my time in [program/service].

Please confirm the processing of my withdrawal and inform me of any necessary next steps.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]