

Cancellation Letter

Mr./Mrs. _____

Address _____

Date of Joining _____

Membership No _____

Location _____

Phone No _____

Email _____

Subject: Cancellation of Membership

Dear Mr./Mrs.

I would like to request for the cancellation of my Membership from the club, I am forced to cancel my membership due to (**Describe Your Reason of cancellation**) and I may not be available for the club activities in future.

The club has been good place to be associated and it has been a good place of socializing. The Facility provided by the club is also excellent. The sport facilities and are also worth mentioning. My club Experience is great

The association with the club has been fruitful and hope that it will continue to enrich people's life in future

Thanks in advance for canceling my membership in a timely manner. If you want to contact me for any information, my contact number is (**Your Contact No**)

Regards,

(**Name**)

(**Date**)

