

Cancellation Letter

Date:

To,

{Name of the Recipient}

{Address}

Subject: Cancellation of Membership

Dear Ms/Mr {Name of the Recipient},

Kindly consider this as the cancellation letter of my membership with you. Due to some personal reasons, I have to opt-out and I no longer will be able to join in any activity organized by the clubhouse.

I have really enjoyed the membership of your club and was such a pleasant experience to get along with the new people. Also, you provide excellent service in your club.

I wish people continue to join your club and enjoy the facility you provide!

Thanking you,

(Signature)

Your Name