from,

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

Date:

To,

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

Subject: \_\_\_\_\_\_\_\_\_(Mention the purpose)

Dear Ms/Mr                       [Mention the name of recipient],

I would like to request for the cancellation of my membership from the club. I am forced to cancel the membership due to my transfer and I may not be available for club activities in the future.

The club has been a good place to be associated and it has been a good place for socializing. The facilities provided by the club are also excellent and are at par with any other club in the city. The sports and health facilities are also worth mentioning. The holidays arranged by the club have also been an exotic experience.

My association with the club has been fruitful, and I hope that it will continue to enrich people’s lives in the future.

Thanking you,

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_

Sender Name  
Sender Address