

Club Membership Cancellation Letter

Date:

To,

{Name of the Recipient}

{Address}

Subject:

Dear Ms/Mr {Name of the Recipient},

This is to inform you that, unfortunately, I would have to cancel my membership with your club. My membership account number with the club is – XXXX-XXXX-XXXX-XXXX.

I have no complaints regarding your club and the facilities. It is just because of the nature of my job. I have been transferred to a new location. And, therefore continuing the membership is not possible any more.

It was a nice experience with the club. I wish you luck and hope that you'll continue giving your best and enriching people's lives for the many years to come.

I would like you to please confirm the receipt of the letter and the cancellation. I have enclosed the cancellation fee with this letter.

I wish you all the best for all your future endeavours.

Thanking you,

Your Name