[Name of Recipient]

[Address of Recipient]

Date:

[Sender’ Name]

[Sender’s Designation]

**Subject: Club Membership Cancellation Letter**

Dear Mr./Mrs. [name of the Recipient],

This is to request you to please cancel my membership from the [name of the Club]. For some personal reasons, I will have to settle and stay in United Kingdom for some time. Therefore, I would not be available here and hence I request you to cancel my membership from the club.

I would like to mention that becoming a member of the club was such an honor and privilege for me. I really loved the company of each and every member of the club and therefore I would like to thank all the members of the club who were very loving and caring to me.

It was such a memorable experience being the part of the club. I hope that I will join you soon again once I get back home. Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]