[Todays Date]

[Your First Name] [Your Last Name]

[Your Street Address] [No.]

[Your City] [State] [Zip]

[Club Name]

[Club Street Address] [No.]

[Club Zip] [State] [City]

**Cancellation of membership no: [contract number]**

Dear Sir or Madam,

I am writing this letter as a formal request to cancel my membership on [cancellation date]. My contract number is [contract number], which I signed on [date].

Please let me know if I need to complete a form or any other formalities.

Please confirm receipt of this letter by telephone or email [email address].

Thank you for your prompt attention to this matter.

Sincerely,

[First name] [Last name]