

Termination Of Membership Letter Sample #4

Date:

To,

Name _____

Address _____

From,

Name _____

Address _____

Dear _____,

The purpose of writing this letter is to inform you about my termination from the club. I want to terminate the club because due to some health issues I wouldn't participate in the club activities. As it was mentioned in the contract, It's my due to inform you two weeks prior, and believe I have done so.

Kindly confirm my termination as soon as possible by sending me confirmation through the mail.

Thanking You.

Yours Sincerely,

Name _____

Signature _____