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RE: Cancellation of Membership, Membership Account #_____

To Whom it May Concern:

I am sending you this written notice to notify you that I am requesting cancellation of my Membership with _____. I have decided to cancel my Membership because of the following reason(s):

_____

My Membership account number is #_____. I would like this cancellation to go into effect on _____. Please send me written confirmation of my Membership cancellation within 30 days of receipt of this letter.

I have enclosed the cancellation fee with this letter.

Please refund the remaining balance on my Membership in the amount of $2 by Check made out to _____.

If you have any questions or need to contact me to process this cancellation, I can be reached by phone at _____. You can mail me at:

_____

I look forward to hearing back from you shortly.

Regards,

.....

_____