To: name@email.com  
From: name@email.com  
Subject: Cancellation of Membership.

Dear Mr/Mrs\_\_\_\_\_\_\_,

I would like to request for the cancellation of my membership at the club. I am forced to cancel the membership due to my transfer, and I may not be available for club activities in the future.

The club has been a good place to be associated, and it has been a good place for socializing. The facilities provided by the club are also excellent and are on par with any another club in the city. The sports facilities and health facilities are also worth mentioning. The holidays arranged by the club have also been an exotic experience.

My association with the club has been fruitful and hope that it will continue to enrich people’s life in future.

Yours Sincerely,

Luke Warden