**CLUB MEMBERSHIP CANCELLATION LETTER**

[Name of the Sender]

[Address of the Sender]

[City, State Zip Code]

DATE:

[Name of the Book Club]

[Postal Address]

[City, State Zip Code]

Re: Book Club Membership Cancellation

To whom it may concern,

I [Name of member], will like to cancel my membership with account ID number [Account ID number]. I signed up for this account on the [Date the account was signed up] and had a [number of free trial days] free trial. I am no longer interested in this account and will like you to stop any further automatic book shipments to my house address. Any further book shipments to my house address will be rejected and sent back to your company.

At the time I signed up with your book club, my intention was just to try your free trial service and to see if I will like the service rendered. However, I don’t like books automatically being shipped to my house address and charged on my credit card. I have no complaints about your services but I just prefer to get books in person from a local book store. I’ll appreciate you canceling my membership with immediate effect. Contact me via [Sender’s phone number] if you have questions.

Sincerely,

[Sender’s Name]