Refund for Library Membership Cancellation

From,

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

It is with deep regret I write to request you to terminate my library membership with immediate effect. This is because [state the reason] so I will not be able to avail myself to use the library anymore. Therefore, I request for a refund of the remaining months due that I paid to the Library’s account. Find therein is the receipt for the payment I made.

The membership details are as follows;

Name of member: --------------------------------------------------------------

Membership ID: -----------------------------------------------------------------

Valid up to: -----------------------------------------------------------------------

I shall hand over the membership card soon, please do the needful by sending the refund into my account -----------------------------------------------------------------------

Yours sincerely,

[Your Name]