

Membership Cancellation Request Form Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Use your organization's real cancellation channel to submit a request. This example is a demonstration and does not cancel any membership. All example fields are optional. Do not enter passwords, payment-card details, identity documents or sensitive personal information.

1. What name is the membership listed under?

2. What email address should the team use for this request?

3. What is your membership reference, if you have one?

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4. Which membership or program does this request concern?

5. What end-date option are you requesting?

- ☐ Earliest available end date
- ☐ End of the current membership period
- ☐ A specific date noted below
- ☐ I need help understanding the available dates

6. If you selected a specific date, what date are you requesting?

7. Is there a practical detail the team needs to process this request?
