

# Sample letter for cancellation of membership

27, W.E.A Krol Bagh,

Delhi

18th July, 20xx

The Librarian,

Brain Trust Library,

Karol Bagh, Delhi.

**Subject:** Request for cancellation of library membership

Sir,

It is submitted that I am a resident of Regar Pura near Karol Bagh, Delhi. Our family has decided to shift our residence to Faridabad. Therefore, I shall not be in a position to continue my membership of your library.

Under the circumstances, kindly allow me to discontinue the membership. No book has at present been issued against my name.

You are therefore requested to cancel my membership and refund my security deposit of Rs. Five thousand at your earliest convenience.

Thanking you in anticipation.

Pritam/Priti