
Membership Resignation Letter For Bank

John Doe

123 Maple Street

Springfield, IL 62701

johndoe@example.com

(555) 123-4567

July 7, 2024

Jane Smith

Customer Service Manager

ABC Bank

456 Elm Street

Springfield, IL 62701

Dear Jane Smith,

Subject: Membership Resignation

I am writing to formally resign my membership with ABC Bank, effective immediately. I have enjoyed being a member of your bank, but due to personal reasons, I have decided to discontinue my membership.

Please find enclosed any relevant documents and my membership card. I kindly request you to close my account(s) and send me a confirmation once the process is complete. If there are any forms or procedures that need my attention to finalize this resignation, please inform me at your earliest convenience.

I would like to express my gratitude for the services provided by ABC Bank during my membership period. It has been a pleasure being associated with your bank.

Thank you for your assistance and understanding.

Yours sincerely,

John Doe

Membership Number: 987654321