То,
The Hony. President/Secretary
The Sankalp Co-Operative Urban Thrift & Credit Society Ltd. B-279/6, Ashok Nagar, Shahdara, Delhi - 110093.
Sub: Cancellation of Membership
Ref: Name
Due to unavoidable circumstances, I am unable to continue my membership in your Society. Hence I request you to cancel my membership and refund my share money & Deposits as per rules of the Society.
Please adjust my deposit balance to my Loan A/c Or
Please Adjust my Deposit Balance to A/c No
And refund if any balance remains to me my Particulars are given below
Thanking you,
Your's faithfully,
Signature
Date
Address
Bank A/C. No.
Name of Bank and Branch

Date: