**Charter Cancellation Member Notification Letter**

**Sample**



Date

Name

Address

City, State, Zip code

Dear

As a valued Auxiliary member, it is with regret that we inform you, unit has voted to

cease their charter and cancel all activity within the unit. As an important member of the Auxiliary, your membership can be transferred to another existing unit of your choosing. If you do not know of a specific unit in which to transfer, your membership will be transferred to the Department Headquarters unit. Your membership can be transferred out of the Department Headquarters Unit at any time. We apologize for this inconvenience and thank you for your patience. If you have any questions in regards,

please feel free to contact at:

Contact Name

Contact Phone Number

Contact Email

Thank you,

Name

Title

American Legion Auxiliary Unit