**(\*Please issue on your company / institution’s letterhead.)**

Date: (\*Issue date of this letter)

President,

Japan Chamber of Commerce and Industry in India (JCCII),

R-7B, Third Floor, Green Park Main Market,

New Delhi - 110 016, India

**Sub: Resignation from the membership of JCCII**

Dear Sir,

It is with both regret and anticipation that I, (\*Name of signer), on behalf of (\*Your company / institution’s name.), having registered office at (\*Your company / institution’s Registered Address (with Registrar of Companies in the case of a company)), wish to resign our membership as per the company / institution’s decision in this regard with effect from (\*Resignation date. If you like to be a member till the end of FY 2021-22, please write “1st April 2022”.).

You are requested to kindly accept our resignation and delete our company / institution’s name from the member list.

Thanking You.

Yours Sincerely,

**For (\*Your company / institution’s name)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\*Please sign)

**(\*Name of signer)**