# Spark Membership Cancellation Policy

1. Membership Commitment:

All members who sign up for the Spark membership agree to a commitment of 12 months. The membership period begins on the date of registration and continues for a full year.

2. Cancellation Requirements:

To cancel your Spark membership, you must provide a written notice of your intent to cancel at least three (3) months prior to the desired cancellation date. Notices can be submitted via email or by mailing a written letter to our official address.

3. Notice Format:

Your cancellation notice should include:
- Your full name
- The date of the notice
- The intended cancellation date
- A statement requesting the cancellation of your Spark membership

4. Effective Date of Cancellation:

Your membership will remain active for the full duration of the 12-month term. If a cancellation notice is received, the membership will continue until the end of the three-month notice period. After this period, your membership will officially be terminated.

5. Non-Refundable Fees:

Please note that all membership fees paid are non-refundable. Should you decide to cancel your membership, no refunds will be issued for unused months.

6. Exceptions:

In special circumstances, please reach out to our customer service team to discuss any potential exceptions to this cancellation policy.

7. Contact Information:

To submit your cancellation notice or for any questions regarding this policy, please contact us at info@sparkbusinessnetworking.co.uk