

Gym Membership Cancellation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name],

I am writing to formally request the cancellation of my gym membership, effective [Cancellation Date]. My membership details are as follows:

Membership ID: [Your Membership ID]

Name: [Your Name]

Enrollment Date: [Your Enrollment Date]

Please confirm the cancellation of my membership and let me know if there are any final fees or steps I need to take.

Thank you for your assistance.

Sincerely,

[Your Name]