

Service Termination Request for Gym Membership

[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 termination of my gym membership with [Gym Name], effective immediately. My membership ID is [Membership ID].

Due to [reason for termination, e.g., personal reasons, relocation, financial constraints], I am unable to continue my membership. I would appreciate your assistance in processing this request and providing me with confirmation of my membership termination.

Thank you for your understanding. I have enjoyed my time at [Gym Name] and appreciate the services provided.

Sincerely,

[Your Name]