

Cancellation Notice for Gym Membership

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Gym Name]

[Gym Address]

[City, State, ZIP Code]

Subject: Membership Cancellation Notice

Dear [Gym Manager's Name],

I am writing to formally notify you of my decision to cancel my gym membership with [Gym Name], effective [Last Date of Membership]. My membership number is [Membership Number].

Due to [reason for cancellation, e.g., personal circumstances, relocation, financial reasons], I am unable to continue my membership at this time.

Please consider this letter as my official cancellation notice and process it in accordance with the terms of my membership agreement.

Thank you for the services provided. I have appreciated the experience.

Sincerely,

[Your Name]