

Gym Membership Annulment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name],

I am writing to formally request the annulment of my gym membership, effective immediately. My membership ID is [Your Membership ID].

Due to [reason for annulment, e.g., personal circumstances, relocation], I am unable to continue my membership.

Please confirm the cancellation of my membership and ensure that no further payments are deducted from my account. I would appreciate your prompt response to this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]