

[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 at [Gym Name], effective immediately. My membership ID is [Your Membership ID].

Due to [briefly state reason, e.g., personal circumstances, relocation, etc.], I am unable to continue my membership at this time. I kindly ask you to confirm the cancellation of my membership and any final charges that may be applicable.

Thank you for the services provided during my time as a member. I appreciate your prompt attention to this matter.

Sincerely,

[Your Name]