

# Membership Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Membership ID: [Your Membership ID]

To,

[Fitness Center Name]

[Fitness Center Address]

[City, State, Zip Code]

Dear [Fitness Center Manager's Name],

I am writing to formally request the cancellation of my membership at [Fitness Center Name], effective immediately. My membership ID is [Your Membership ID].

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

Please confirm the cancellation of my membership via email or mail.

Thank you for your assistance.

Sincerely,

[Your Name]