

Request to Discontinue Gym Services

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

Due to [brief explanation of reason for cancellation, e.g., personal reasons, relocation, financial constraints], I have decided that it is in my best interest to end my membership.

Please confirm the cancellation of my membership and inform me of any final steps that I need to take. I would also appreciate a confirmation of the cancellation in writing.

Thank you for your assistance.

Sincerely,

[Your Name]