

Request for Ending Gym Subscription

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip Code: [Your City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To:

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my gym subscription with [Gym Name], effective [Desired Cancellation Date]. My membership ID is [Your Membership ID].

Due to [brief reason for cancellation, e.g., personal reasons, relocation, financial constraints], I find it necessary to end my subscription. I appreciate the services and support I received during my time at the gym.

Please confirm the cancellation of my membership and any final details regarding fees or outstanding balances that I need to address.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]