

Request for Gym Membership Exit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request the cancellation of my gym membership at [Gym Name]. My membership ID is [Membership ID].

Due to [brief reason for cancellation, e.g., personal circumstances, relocation, etc.], I have decided to discontinue my membership effective [desired cancellation date].

Please confirm the termination of my membership and ensure that no further payments are deducted from my account starting from the cancellation date.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]