

Termination of Fitness Membership

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Fitness Center Name]

[Fitness Center Address]

[City, State, Zip Code]

Dear [Fitness Center Manager's Name],

I am writing to formally notify you of my decision to terminate my fitness membership at [Fitness Center Name], effective [Last Date of Membership]. My membership ID is [Membership ID].

Due to [brief reason for termination, if desired, e.g., personal circumstances, relocation, etc.], I have decided to discontinue my membership. I kindly ask you to process my cancellation and confirm that no further payments will be deducted from my account.

Thank you for the services provided during my time as a member. I have appreciated the experience and will recommend your facility to others.

Sincerely,

[Your Name]