

Membership Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Fitness Club Name]

[Fitness Club Address]

[City, State, Zip Code]

Dear [Fitness Club Manager's Name],

I am writing to formally request the cancellation of my fitness club membership effective [Insert Cancellation Date]. My membership ID is [Insert Membership ID].

Due to [brief reason for cancellation, if desired], I have decided to discontinue my membership. Please confirm the cancellation and any final charges that may apply.

Thank you for your assistance. I appreciate the experience I've had at [Fitness Club Name].

Sincerely,

[Your Name]