

Gym Membership Cancellation Letter

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

Due to [brief reason for cancellation, if you wish to include], I have decided to end my membership. I would appreciate it if you could send me a confirmation of my cancellation along with any final statements regarding my account.

Thank you for the services provided during my time as a member. I appreciate the staff's support and the facilities offered.

Sincerely,

[Your Name]