

Your Name

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Date

Membership Department

Gym Name

Gym Address

Gym City, State, Zip Code

Dear [Gym Manager's Name],

I am writing to formally request the discontinuation of my gym membership at [Gym Name], effective immediately.

My membership details are as follows:

- Member ID: [Your Member ID]
- Membership Type: [Your Membership Type]

Due to [reason for discontinuation, e.g., personal reasons, relocation, etc.], I am unable to continue my membership at this time.

I would appreciate written confirmation of the cancellation of my membership and any final billing information.

Thank you for your understanding and support.

Sincerely,

[Your Name]