

# Gym Membership Cancellation Request

[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 [Desired Cancellation Date]. My membership ID is [Your Membership ID].

Due to [reason for cancellation, e.g., personal circumstances, relocation, financial reasons], I have decided to discontinue my membership. I request that you process this cancellation and confirm it in writing.

Thank you for your assistance. I appreciate the services provided during my membership period.

Sincerely,

[Your Name]