

Gym Membership Termination 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 terminate my gym membership at [Gym Name] effective [Termination Date]. My member ID is [Your Member ID].

While I have enjoyed my time at the gym, I have decided to discontinue my membership due to [reason for termination, e.g., personal circumstances, relocation, etc.].

According to the terms of my membership, I understand that I am required to provide you with written notice. Please let me know if you require any further information or if there are any additional steps I need to take to complete the cancellation process.

Thank you for your assistance in this matter. I appreciate the time I spent at [Gym Name].

Sincerely,

[Your Name]