

# Cancellation of Gym Subscription

Date: [Insert Date]

To: [Gym Name]

[Gym Address]

Dear [Gym Manager's Name],

I am writing to formally request the cancellation of my gym subscription, effective immediately. My membership ID is [Your Membership ID]. I have enjoyed my time at [Gym Name], but due to [reason for cancellation, e.g., personal circumstances, financial constraints], I am unable to continue my membership.

As per the terms of my contract, I kindly request a confirmation of the cancellation and any final statements that may be needed. Please let me know if there are any further actions required on my part.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]