

# Membership Cancellation Notice

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Today's Date]

**To [Gym Name]**

Address: [Gym Address]

City, State, Zip: [Gym City, State, Zip]

Dear [Gym Manager's Name],

I am writing to formally request the cancellation of my gym membership with [Gym Name], effective immediately. My membership ID is [Membership ID].

As per the terms of our agreement, I am providing this written notice to fulfill the cancellation requirements.

Please confirm the cancellation of my membership and any final statements regarding my account.

Thank you for your assistance.

Sincerely,

[Your Name]