

# Notice of Gym Membership Termination

Date: [Insert Date]

To: [Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name],

I am writing to formally notify you of my decision to terminate my gym membership at [Gym Name], effective [Last Membership Date]. My membership ID is [Membership ID].

While I have enjoyed my time at the gym, personal circumstances require me to discontinue my membership at this time. Please let me know if there are any final steps I need to take or any forms I must complete to finalize this process.

Thank you for your understanding and for the services provided during my membership.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]