

# Membership Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Fitness Center Name]

[Fitness Center Address]

[City, State, Zip Code]

Dear [Fitness Center Manager's Name],

I am writing to formally terminate my membership at [Fitness Center Name] effective immediately/[specific termination date]. My membership ID is [Insert Membership ID].

Due to [reason for termination e.g., personal reasons, relocation, financial constraints], I have decided to discontinue my membership.

Please confirm the cancellation of my membership and that no further charges will be made to my account. I would appreciate receiving written confirmation for my records.

Thank you for the services provided during my membership.

Sincerely,

[Your Name]