

Gym Membership Withdrawal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name],

I am writing to formally request the withdrawal of my gym membership effective immediately. My membership ID is [Your Membership ID].

Due to [brief reason for withdrawal], I have decided to discontinue my membership at this time. I would appreciate your assistance in processing this request and confirming the cancellation of my membership.

Thank you for the service provided during my time as a member. I have enjoyed my experience at [Gym Name].

Sincerely,

[Your Name]