

Request for Refund

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

To:

Gym Name: [Gym Name]

Gym Address: [Gym Address]

Subject: Demand for Refund

Dear [Gym Manager's Name],

I am writing to formally request a refund for my gym membership due to [specific reason for refund, e.g., service not provided, closure, etc.]. My membership ID is [Membership ID].

As per the terms of the membership agreement, I am entitled to a refund under these circumstances. I joined the gym on [Join Date], and I have attempted to resolve this issue via other channels but to no avail.

Please process the refund of [amount] back to my original payment method within [specify time frame, e.g., 30 days]. Should you need any further information, do not hesitate to contact me at the number or email listed above.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]