

Request for Gym Expense Refund

Date: [Insert Date]

To: [Gym Manager's Name]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name],

I hope this message finds you well. I am writing to formally request a refund for gym expenses incurred during my membership at [Gym Name]. Due to [briefly explain reason, e.g., financial hardship, relocation, medical issue], I am unable to continue my membership and would like to seek a refund for the remaining balance of my membership fee.

My membership details are as follows:

- Member Name: [Your Name]
- Membership ID: [Your Membership ID]
- Join Date: [Join Date]
- Cancellation Date: [Cancellation Date]
- Total Amount Paid: [Total Amount Paid]

I kindly request you to provide details regarding the refund process and any necessary documentation that I need to complete. Your assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]