

Membership Cancellation Letter

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 request the cancellation of my fitness membership with [Fitness Center Name], effective immediately.

My membership number is [Your Membership Number].

Thank you for the services provided during my time as a member. Please confirm the cancellation of my membership via email or postal mail.

Sincerely,

[Your Name]