

Cancellation of Group Fitness Sessions

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Fitness Center Name]
[Fitness Center Address]
[City, State, Zip Code]

Dear [Fitness Center Manager's Name],

I am writing to formally cancel my enrollment in the group fitness sessions at [Fitness Center Name]. My membership ID is [Your Membership ID], and my cancellation will be effective as of [Effective Cancellation Date].

The decision to cancel is due to [brief reason for cancellation, if desired]. I appreciate the opportunities I have had to participate in the classes and the support from the trainers and staff.

Please confirm the cancellation of my membership and let me know if there are any further steps I need to complete. Thank you for your understanding.

Sincerely,
[Your Name]