

# Fitness Class Cancellation Request

Date: [Insert Date]

To: [Gym Name]

Attn: [Manager/Owner's Name]

[Gym Address]

Dear [Manager/Owner's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my enrollment in the [specific fitness class name] scheduled to take place on [days and times of the class]. My reasons for the cancellation are [briefly explain reason if you wish, e.g., personal schedule changes, health issues, etc.].

I understand the terms and conditions associated with cancellations and would appreciate any confirmation regarding the finalization of my request. Additionally, please inform me about any potential outstanding fees or refunds, if applicable.

Thank you for your attention to this matter. I have enjoyed my time participating in the class and appreciate your understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Membership Number, if applicable]