

# Fitness Program Cancellation

Date: [Insert Date]

To: [Recipient's Name]

[Fitness Center/Program Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel my participation in the [Fitness Program Name] due to an injury I recently sustained.

Despite my enthusiasm for the program, my current situation requires me to prioritize my recovery and health. I appreciate the support and guidance I have received during my time in the program.

Please consider this letter as official notification of my cancellation. I would be grateful if you could confirm the cancellation of my membership and provide any necessary documentation regarding this process.

Thank you for your understanding. I hope to rejoin the program in the future when my condition improves.

Best regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]