

Cancellation of Spa Membership

Date: [Insert Date]

To,

[Spa Manager's Name]

[Spa Name]

[Spa Address]

Dear [Spa Manager's Name],

I am writing to formally request the cancellation of my spa membership, effective immediately. My membership details are as follows:

Name: [Your Name]

Membership ID: [Your Membership ID]

Please confirm the cancellation of my membership and ensure that no further charges are applied to my account. I appreciate the services provided during my time as a member and wish the spa continued success.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]