

Letter of Intent to Cancel Spa Membership

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Spa Name]

[Spa Address]

[City, State, Zip Code]

Dear [Spa Manager's Name],

I am writing to formally notify you of my intent to cancel my spa membership, effective immediately. My membership ID is [Your Membership ID].

While I have enjoyed my time as a member at [Spa Name], I have decided to discontinue my membership due to [brief reason, if desired].

Please let me know if any additional information is required to complete the cancellation process. I appreciate your assistance in this matter.

Thank you for your understanding.

Sincerely,

[Your Name]