

Membership Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Spa Name]

[Spa Address]

[City, State, Zip Code]

Dear [Spa Manager's Name],

I am writing to formally request the cancellation of my spa membership, effective immediately. My membership ID is [Insert Membership ID].

While I have enjoyed my time as a member, I have decided to discontinue my membership for personal reasons.

Please confirm the cancellation of my membership and inform me if there are any final steps required on my part.

Thank you for your assistance.

Sincerely,

[Your Name]