

# Notice of Spa Membership Cancellation

Date: [Date]

To: [Spa Name]

Address: [Spa Address]

Dear [Spa Manager's Name],

I am writing to formally notify you of my decision to cancel my membership at [Spa Name], effective immediately/on [desired cancellation date]. My membership ID is [Membership ID].

Due to [reason for cancellation, e.g., personal circumstances, relocation, etc.], I am unable to continue my membership. I would like to express my appreciation for the services provided and the experiences I've had at your establishment.

Please confirm the cancellation of my membership and any final statements or obligations that may need to be addressed. I would appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]