

Spa Membership Cancellation Request

Date: [Insert Date]

[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 appreciated the services provided, I have decided to discontinue my membership for personal reasons.

Please confirm the cancellation of my membership and let me know if there are any further actions required on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]