

# Request to Cancel Spa Membership

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Fitness 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 at [Fitness Spa Name]. My membership ID is [Membership ID]. I have decided to cancel my membership due to [brief reason, e.g., personal circumstances, relocation, etc.].

In accordance with the membership agreement, I understand that I must provide [notice period, if applicable] notice. Please let me know if there are any final steps required on my part to complete this cancellation.

Thank you for your assistance in this matter. I look forward to receiving confirmation of my membership cancellation.

Sincerely,

[Your Name]