

Request for Gym Membership Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a refund for my gym membership account [Account Number] at [Gym Name]. I enrolled on [Enrollment Date] but due to [reason for request, e.g., medical issues, relocation, etc.], I am unable to continue my membership.

According to your refund policy, I believe I am eligible for a refund due to [specific reason related to the policy]. I have attached any necessary documentation to support my request.

I appreciate your understanding and prompt attention to this matter. I look forward to your response regarding the status of my refund.

Thank you for your help.

Sincerely,

[Your Name]