

# Request for Gym Membership Cancellation

To: [Gym Name]

[Gym Address]

[City, State, Zip Code]

[Date]

Dear [Gym Manager's Name],

I am writing to formally request the cancellation of my gym membership with [Gym Name], effective immediately. My membership details are as follows:

**Name:** [Your Full Name]

**Membership ID:** [Your Membership ID]

**Address:** [Your Address]

**Email:** [Your Email]

**Phone Number:** [Your Phone Number]

Due to [brief reason for cancellation, optional], I have decided to discontinue my membership. I understand that according to the terms of the agreement, I am required to provide written notice for cancellation.

Please confirm the cancellation of my membership via email or mail. If there are any outstanding fees or formalities required on my part, kindly let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]