

Membership Renewal Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the cancellation of my membership renewal at [Fitness Center Name], effective immediately. My membership ID is [Membership ID].

Due to [your reason for cancellation], I have decided to discontinue my membership. I am aware of the terms and conditions regarding cancellation and will ensure that all related procedures are followed.

Thank you for your assistance in this matter. Please confirm the cancellation of my membership renewal at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]