

Cancellation Notice for Gym Membership

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Subject: Membership Cancellation Notice

Dear [Gym Manager's Name],

I am writing to formally notify you of my intention to cancel my gym membership, effective [Last Day of Membership]. My membership ID is [Your Membership ID].

Due to [reason for cancellation, e.g., personal circumstances, financial issues], I am unable to continue my membership at this time.

Please confirm the cancellation of my membership and ensure that no further payments are deducted from my account. I appreciate your assistance in this matter.

Thank you for your support during my time at [Gym Name].

Sincerely,
[Your Name]