

# Membership Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Fitness Center Name]

[Fitness Center Address]

[City, State, Zip Code]

Dear [Fitness Center Manager's Name],

I am writing to formally request the termination of my fitness center membership at [Fitness Center Name], effective [Insert Termination Date]. My membership ID is [Insert Membership ID].

Due to [brief reason for termination, e.g., personal reasons, relocation, etc.], I have decided to discontinue my membership.

Please confirm the cancellation of my membership and any final obligations or charges that may need to be settled.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]