

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Fitness Center Name]

[Fitness Center Address]

[City, State, ZIP Code]

Dear [Fitness Center Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my fitness center subscription, effective [cancellation date]. My membership ID is [Your Membership ID].

Due to [brief reason for cancellation, if desired], I am unable to continue my membership. I appreciate the services and facilities provided during my time as a member.

Please confirm the cancellation of my subscription and any final steps I need to complete. Thank you for your understanding.

Sincerely,

[Your Name]