

Gym Membership Cancellation Form

Date: _____

To: [Gym Name]

Address: [Gym Address]

Email: [Gym Email]

Dear [Gym Manager's Name],

I am writing to formally request the cancellation of my gym membership with [Gym Name]. My membership ID is [Membership ID].

Due to [reason for cancellation, e.g., personal reasons, relocation, financial constraints, etc.], I have decided to terminate my membership effective [desired cancellation date, e.g., 30 days from the date of this letter].

Please confirm the cancellation of my membership and provide any necessary instructions regarding the final billing or any outstanding dues.

Thank you for your assistance. I appreciate the services provided during my time at the gym.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]