

Letter of Intent to Cancel Gym Membership

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name],

I am writing to formally request the cancellation of my gym membership at [Gym Name], effective immediately. My membership ID is [Your Membership ID].

Due to [brief reason for cancellation, e.g., personal circumstances, relocation, financial reasons], 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 would appreciate receiving a written acknowledgment of this cancellation.

Thank you for your assistance.

Sincerely,

[Your Name]