

Membership Cancellation Request

Date: [Insert Date]

To,

Membership Manager,
[Fitness Center Name]
[Fitness Center Address]
[City, State, ZIP Code]

Dear [Membership Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my fitness membership with [Fitness Center Name], effective immediately.

My membership ID is [Insert Membership ID]. Due to [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 let me know if there are any further steps required from my end. Additionally, I would appreciate a confirmation of the cancellation in writing.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]