

Withdrawal from Gym Membership

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name],

I am writing to formally request the withdrawal from my gym membership at [Gym Name], effective [desired cancellation date].

My membership ID is [Your Membership ID].

Thank you for the services provided during my membership. I would appreciate a confirmation of my membership cancellation.

Sincerely,

[Your Name]