

# Subscription Cancellation Request

[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 effective immediately. My membership ID is [Membership ID].

Due to [brief reason for cancellation, e.g., personal circumstances, relocation, etc.], I am unable to continue my membership.

Please send me a confirmation of my membership cancellation at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]