

Membership Cancellation Request

Date: [Insert Date]

To: [Gym Name]

Address: [Gym Address]

Dear [Gym Manager's Name],

I am writing to formally request the discontinuation of my gym membership effective immediately. My membership ID is [Insert Membership ID]. Due to [brief reason for cancellation, e.g., personal reasons, relocation], I am unable to continue my membership.

According to the terms of my membership agreement, I am providing this written notice to ensure the cancellation process is completed. Please confirm the cancellation of my membership and any final billing details.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]