

Service Cancellation Request

Date: [Insert 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 with [Gym Name], effective immediately. My membership ID is [Your Membership ID].

Due to [reason for cancellation, e.g., personal circumstances, relocation, financial reasons], I have decided to discontinue my membership.

I request that you confirm the cancellation of my membership in writing and ensure that no further charges are applied to my account. Please let me know if you need any further information from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]