

Cancellation Request Letter

To: [Gym Name]

Address: [Gym Address]

Date: [Date]

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, etc.], I am unable to continue my membership. I kindly ask you to confirm the cancellation in writing and ensure that no further charges are made to my account.

Thank you for your assistance in this matter. I appreciate your prompt attention to my request.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]