

Exercise Program Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Provider's Name]

[Provider's Company]

[Company Address]

[City, State, ZIP Code]

Dear [Provider's Name],

I am writing to formally request the cancellation of my exercise program membership, effective [Insert Cancellation Date]. My membership ID is [Insert Membership ID].

This decision was not made lightly, but due to [briefly explain reason, e.g., personal circumstances, financial reasons], I am unable to continue with the program at this time.

Please confirm the cancellation of my membership and any final account statements or adjustments, if applicable. I would appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]