

Fitness Membership Cancellation Form

Date: _____

To: [Gym/Club Name]

Address: [Gym/Club Address]

Dear [Manager's Name/ Membership Coordinator],

I am writing to formally request the cancellation of my fitness membership at [Gym/Club Name]. 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 effective immediately.

Please confirm the cancellation of my membership by [desired confirmation date]. I would also appreciate any information regarding the final billing and any potential refunds.

Thank you for your assistance. I have enjoyed my time at [Gym/Club Name].

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]