

# Gym Enrollment Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name],

I am writing to formally notify you of my cancellation of membership at [Gym Name], effective immediately.

My membership ID is [Your Membership ID], and I would appreciate confirmation of my cancellation and any final statements regarding fees or outstanding balances.

Thank you for the services provided during my membership period.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]