

Gym Membership Termination Request

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 request the termination of my gym membership with [Gym Name], effective immediately. My membership ID is [Your Membership ID].

Due to [brief reason for termination, e.g., personal reasons, relocation], I am unable to continue my membership. I request that you process my termination and confirm it via email or mail at your earliest convenience.

Thank you for your understanding and support during my time at [Gym Name].

Sincerely,

[Your Name]