

Gym Subscription Cancellation

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 cancel my gym subscription with [Gym Name], effective immediately. My membership ID is [Your Membership ID].

While I have enjoyed my time at the gym, due to [your reason - e.g., personal circumstances, relocation], I am no longer able to continue my membership.

Please confirm the cancellation of my subscription and let me know if there are any final steps I need to complete. I would appreciate a written confirmation of this cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]