

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Gym Name]  
[Gym Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request the cancellation of my gym membership with [Gym Name], effective immediately. My membership ID is [Your Membership ID].

Due to [brief reason for cancellation, if desired], I find it necessary to discontinue my membership at this time.

Please confirm the cancellation and let me know if there are any further actions needed on my part.

Thank you for your assistance.

Sincerely,  
[Your Name]