

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

[Gym Name]
[Gym Address]
[City, State, Zip Code]

Dear [Gym Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my gym membership at [Gym Name], effective [desired cancellation date].

My membership details are as follows:

Member ID: [Your Member ID]

Type of Membership: [Your Membership Type]

I have greatly appreciated the facilities and services provided during my time as a member. However, due to [brief reason for cancellation, if desired], I have decided to discontinue my membership.

Please confirm the cancellation of my membership and any final details regarding outstanding payments or any other necessary steps I may need to take.

Thank you for your understanding. I wish the gym continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]