

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

Please confirm the cancellation of my membership and any final processing details to my email address.

Thank you for your assistance.

Sincerely,

[Your Name]