

[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 with [Gym Name], effective immediately. My membership ID is [Membership ID].

Please confirm the cancellation of my membership and any final charges, if applicable.

Thank you for your assistance.

Sincerely,

[Your Name]