

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Gym's Name]
[Gym's 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, effective [desired cancellation date]. My membership ID is [Your Membership ID]. Due to [brief reason for cancellation, e.g., personal circumstances, relocation, financial reasons], I no longer wish to continue my membership.

Please confirm the cancellation of my account and ensure that no further charges will be applied. I appreciate the service I have received during my time at [Gym's Name] and wish you continued success.

Thank you for your attention to this matter.

Sincerely,
[Your Name]