

[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 [desired cancellation date]. My membership number is [Membership Number].

I have enjoyed being a member; however, due to [brief reason for cancellation, e.g., personal circumstances, relocation, etc.], I must discontinue my membership.

Please confirm the cancellation of my membership and any final charges, if applicable. I would appreciate your prompt attention to this matter. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]