

[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 letter 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].

Please confirm the cancellation of my membership and let me know if there are any further actions required on my part or any outstanding fees.

Thank you for your assistance.

Sincerely,
[Your Name]