

[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 at [Gym Name], effective [desired cancellation date]. My membership ID is [Your Membership ID].

Please confirm the cancellation of my membership and ensure that no further payments are deducted from my account.

Thank you for your assistance.

Sincerely,
[Your Name]