

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Subject: Gym Membership Cancellation Request

Dear [Gym Manager's Name],

I am writing to formally request the cancellation of my gym membership, effective [desired cancellation date]. My membership ID is [Membership ID].

Please confirm the cancellation of my membership and any final charges that may be applicable. I appreciate your assistance in this matter.

Thank you for your attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]