

[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 (Membership ID: [Your Membership ID]) effective [Desired Cancellation Date].

While I have greatly appreciated my time at [Gym Name], due to [brief reason for cancellation, e.g., personal circumstances, relocation, financial reasons], I have decided to discontinue my membership.

Please confirm the cancellation of my membership and let me know if there are any additional steps I need to take or any final payments that need to be addressed.

Thank you for your assistance and understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]