

[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 termination of my gym membership with [Gym Name], effective [desired termination date].

My membership ID is [Membership ID]. Please consider this letter as my official notice, in accordance with the terms outlined in my membership agreement.

I would appreciate your confirmation of my membership cancellation and any details regarding any final charges or procedures I need to follow.

Thank you for your assistance.

Sincerely,

[Your Name]