

[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],

Subject: Request for Membership Withdrawal

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

I have enjoyed my time at [Gym Name] but due to [brief reason for withdrawal, e.g., personal reasons, relocation, etc.], I must discontinue my membership.

Please confirm the cancellation of my membership and let me know if there are any further steps I need to take.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]