

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

[Date]  
[Gym Name]  
[Gym Address]  
[City, State, Zip Code]

Subject: Gym Subscription Cancellation Request

Dear [Gym Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my gym subscription, effective [desired cancellation date].

My membership ID is [Your Membership ID]. Per the terms and conditions of my subscription, I understand that I am required to provide [notice period, if applicable] notice for cancellation.

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

Thank you for your assistance.

Sincerely,  
[Your Name]