

Hey [Gym Staff/Manager's Name],  
I hope you're doing well! I just wanted to let you know that I need to cancel my gym membership. I've really enjoyed my time there, but it's just not fitting into my schedule anymore.  
Thanks for all the support and the great workouts! Please let me know if there are any next steps I need to take to finalize the cancellation.  
Take care,  
[Your Name]  
[Your Membership Number (if applicable)]  
[Your Contact Information]