

[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 message finds you well. I am writing to formally request the cancellation of my gym membership with [Gym Name], effective [desired cancellation date]. My membership ID is [Your Membership ID].

After [duration of membership], I have decided to make this change due to [brief reason for cancellation, e.g., personal circumstances, relocation, financial reasons, etc.]. I have appreciated the facilities and support during my time here and thank the staff for their assistance.

Please confirm the cancellation of my membership in writing and let me know if there are any final steps or forms that I need to complete.

Thank you for your attention to this matter. I hope to return in the future when circumstances allow.

Sincerely,  
[Your Name]