

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Gym's Name]
[Gym's 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's Name], effective [desired cancellation date].

My membership ID is [Your Membership ID], and I have been a member since [Start Date of Membership]. Due to [brief reason for cancellation, if desired], I have decided to discontinue my membership.

Please confirm the cancellation of my membership and any final charges that may need to be settled. I appreciate your assistance with this matter and would like to thank you for the services provided during my time as a member.

Sincerely,
[Your Name]