

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

Please consider this letter as my official notice of cancellation as per the terms of our contract. I kindly request a confirmation of the cancellation and any final statements or details regarding this process. Thank you for your assistance.

Sincerely,
[Your Name]