

[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 with [Gym Name], effective immediately. My membership ID is [Your Membership ID].

Please consider this letter as my official notice, and I request that you provide confirmation of the cancellation. I understand that any outstanding fees or charges should be settled as per the membership agreement.

Thank you for your assistance.

Sincerely,  
[Your Name]