

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Gym Name]
[Gym Address]
[City, State, Zip Code]

Dear [Gym Manager/Member Services],

Subject: Gym Membership Cancellation

I hope this message finds you well. I am writing to formally request the cancellation of my gym membership (Membership ID: [Your Membership ID]) effective immediately.

I have decided to discontinue my membership due to [brief reason, e.g., personal reasons, relocation, financial constraints].

Please confirm the cancellation of my membership and any final charges, if applicable.

Thank you for your assistance.

Sincerely,
[Your Name]