

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

YMCA [Branch Name]  
[YMCA Address]  
[City, State, Zip Code]

Dear [YMCA Manager's Name/To Whom It May Concern],

I am writing to formally request the cancellation of my YMCA membership. My membership ID is [Your Membership ID], and I have been a member since [Membership Start Date].

Due to [brief reason for cancellation, e.g., personal circumstances, relocation, etc.], I am unable to continue my membership. I kindly request that you process my cancellation effective [desired cancellation date].

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

Thank you for your assistance.

Sincerely,  
[Your Name]