# Gym Membership Cancellation Letter

## Member Information

Member Name: \_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_  
Membership ID/Account #: \_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_

## Subject

Gym Membership Cancellation Request

## Body

Dear [Gym Name/Manager],  
  
I am writing to formally request cancellation of my gym membership, effective immediately. Please confirm cancellation in writing and stop all future billing to my account.  
  
Sincerely,  
[Your Name]