# 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]