

Gym Membership Cancellation Letter

Dear [Gym Name],

I am writing to inform you that I wish to cancel my gym membership effective immediately. My membership number is [membership number].

Unfortunately, due to unforeseen circumstances, I am no longer able to continue my membership at this time. While I have enjoyed my time at your gym and appreciate the services and facilities provided, I must cancel my membership due to personal reasons.

I understand that there may be a cancellation fee associated with ending my membership early.

Please let me know if there are any outstanding fees or charges I need to settle before my membership is officially cancelled.

Thank you for your assistance with this matter. I appreciate your understanding and hope to possibly return in the future when circumstances permit.

Sincerely,

[Your Name]