## Formal cancellation of gym membership

Subject: Cancellation of Gym Membership

Dear [Gym Manager Name],

I am writing to formally request the cancellation of my gym membership, effective [Desired Cancellation Date].

My membership ID is [Membership ID].

Please confirm the termination and provide details regarding any final payments or refunds.

Thank you for your assistance.

Sincerely,

[Your Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/gym-membership-cancellation-letter