Informal email for cancelling gym membership

Subject: Cancel My Membership	
	Hi [Gym Manager Name],
	I would like to cancel my gym membership effective [Date].
	My membership number is [Membership ID].
	Could you please confirm once the cancellation is processed?
	Thanks,
	[Your Name]

Get more templates here:

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