Cancellation letter with personal tone

Subject: Membership Cancellation Request

Dear [Gym Manager Name],

It is with regret that I request the cancellation of my membership at [Gym Name], effective [Date].

Due to personal commitments and schedule changes, I am unable to continue.

I have thoroughly enjoyed my time and appreciate the excellent service provided.

Sincerely,

[Your Name]

Get more templates here:

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