Cancellation with refund request

Subject: Membership Cancellation and Refund Request

Dear [Gym Manager Name],

I am requesting cancellation of my gym membership, [Membership ID], effective [Date].

Additionally, I request a refund for any unused portion of my membership fee.

Please confirm the cancellation and refund details.

Thank you,

[Your Name]

Get more templates here:

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