Provisional suspension of gym membership

Subject: Temporary Membership Cancellation	
Dear [Gym Manager Name],	
I am requesting a temporary cancellation of my gym membership from [Start Date] to [End Date	te]
due to [Reason].	
I intend to resume membership following this period.	
Please provide confirmation of the temporary cancellation.	
Regards,	

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