Cancelling a family or group membership

Subject: Family Membership Cancellation

Dear [Gym Manager Name],

I am writing to cancel our family membership, ID [Membership ID], effective [Date].

The members included are [List of Members].

Kindly confirm the cancellation and any relevant refunds.

Sincerely,

[Your Name]

Get more templates here:

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