

WORLD GYM CANCELLATION LETTER

[John Smith]

[123 Elm Street]

[Springfield, IL 62701]

[Date: September 5, 2023]

World Gym Membership Services

[456 Fitness Avenue]

[Springfield, IL 62702]

I am writing to officially request the cancellation of my World Gym membership. I have been a loyal member since March 15, 2020, and I have thoroughly enjoyed my time at World Gym. However, due to a recent job relocation to a different city, I am no longer able to maintain my membership.

My membership details are as follows:

- Full Name: John Smith
- Member ID: 987654 (if applicable)
- Phone Number: (555) 123-4567
- Email Address: john.smith@email.com
- Membership Start Date: March 15, 2020
- Monthly Membership Fee: \$49.99

I kindly request that you process the cancellation of my membership effective October 5, 2023, which provides a 30-day notice period. Please stop any future billing and confirm the cancellation in writing. I understand any outstanding dues or fees will be settled according to the terms of my contract.

I would like to express my gratitude for the excellent services and facilities provided by World Gym during my membership tenure. The trainers and staff have been exceptional, and I will always have positive memories of my time here.

Please send written confirmation of my cancellation to the address provided above or via email at john.smith@email.com. If there are any specific procedures or forms required to complete this cancellation, kindly inform me so that I can ensure a smooth and efficient process.

Thank you for your attention to this matter. I look forward to receiving confirmation of my membership cancellation as soon as possible.

Sincerely,

[Your Signature]

John Smith