

GYM MEMBERSHIP CANCELLATION LETTER

John Smith
123 Main Street
Cityville, CA 98765
john.smith@email.com
September 4, 2023

Mr. Michael Johnson
Manager
FitLife Gym
456 Fitness Avenue
Cityville, CA 98765

Dear Mr. Johnson,

I am writing to formally request the cancellation of my gym membership at FitLife Gym. My membership details are as follows:

Membership ID: 9876543
Full Name: John Smith
Address: 123 Main Street, Cityville, CA 98765
Email Address: john.smith@email.com
Phone Number: (555) 555-5555
Membership Start Date: February 15, 2022
Membership End Date (if applicable): N/A

I have thoroughly enjoyed my time at FitLife Gym and appreciate the quality of services and facilities offered. However, due to a recent job relocation to a different city, I must discontinue my membership.

I kindly request that you process the cancellation of my membership effective September 30, 2023. I understand that there may be a notice period as outlined in the terms and conditions of my membership contract, and I am willing to adhere to those requirements.

Please confirm the cancellation and provide any instructions regarding the return of my access card or any other necessary steps to finalize the process. I also request that you cease any further billing of my account for membership fees beyond the cancellation date.

I appreciate your prompt attention to this matter. Please send a written confirmation of my membership cancellation to my email address, john.smith@email.com, for my records.

Thank you for the positive experience I have had at FitLife Gym, and I hope to have the opportunity to rejoin in the future when circumstances allow.

Sincerely,

John Smith

[Signature (if sending a printed letter)]