

# RETRO FITNESS CANCELLATION LETTER

[John Smith]  
[123 Main Street]  
[Cityville, CA 12345]  
[john.smith@email.com]  
[Date: September 5, 2023]

Retro Fitness Membership Services  
[456 Fitness Way]  
[Cityville, CA 67890]

Dear Retro Fitness Membership Services,

I am writing to formally request the cancellation of my membership with Retro Fitness. My membership details are as follows:

Member Name: John Smith  
Member ID/Account Number: 789456123  
Membership Start Date: June 15, 2022  
Membership Type: Monthly

I have greatly appreciated the services and facilities provided by Retro Fitness during my membership. However, due to a recent relocation to a different city, I find it necessary to cancel my membership at this time.

I understand that there may be a notice period or specific cancellation terms outlined in my membership agreement. Please ensure that my cancellation complies with any such terms. If there are any outstanding fees or dues, kindly inform me of the amount and the process for settling them. I request that my membership be terminated as of October 5, 2023, which allows for a 30-day notice period.

I appreciate your prompt attention to this matter and request written confirmation of the cancellation of my membership. Please send the confirmation to the following address:

John Smith  
123 Main Street  
Cityville, CA 12345

If you have any questions or require further information from me to process this request, please do not hesitate to contact me at (555) 123-4567 or john.smith@email.com.

Thank you for your assistance in this matter. I hope to have enjoyed the benefits of Retro Fitness in the future, but for now, I need to cancel my membership.

Sincerely,

John Smith