

XSPORT CANCELLATION LETTER

Capital Fitness, Inc.,
P.O. Box 4012,
Aurora, Illinois 60507.

Dear XSport Fitness Management,

I am writing to formally request the cancellation of my XSport Fitness membership. My name is John Smith, and my membership ID is XS123456.

Due to a recent job relocation to another city, I find it necessary to terminate my membership with XSport Fitness. I have thoroughly enjoyed my time at your facility and appreciate the services provided by your dedicated staff.

To facilitate the cancellation process, I kindly request the following:

Please provide written confirmation of the cancellation of my membership. Include details such as the effective date of cancellation and any additional steps required on my part.

I understand that there may be a notice period or final billing associated with the cancellation. Please provide details on any outstanding payments or charges that may apply to my account.

Kindly specify the procedure for returning my access card or key fob, if applicable, to ensure a smooth transition.

I appreciate your prompt attention to this matter and kindly request that you process the cancellation at your earliest convenience. If there are any specific forms or documentation required from my end, please provide detailed instructions.

Thank you for your understanding and cooperation throughout this process. I have truly valued my time as a member of XSport Fitness and wish the facility continued success.

Should you require any additional information, please do not hesitate to contact me at john.smith@email.com or (555) 555-5555.

Sincerely,

John Smith
[Your Signature]