

Membership Cancellation Letter

[Date]

[Gym Name]

[Representative]

[Address]

Dear [Name],

My name is [Name] and my membership number is [number]. I'm writing to notify you that I'd like to cancel my membership before the end of the month.

According to my membership agreement, I may terminate my membership before [date] if I am relocating more than [distance] from the gym's premises. I am attached a letter of verification from my new landlord to confirm that I will be moving across the state to [city] on [date]. Cancelling my membership is very important to me, and by processed [date] [number] days later, I would like confirmation that it has been cancelled.

I appreciate your help in this matter. Please contact me at [contact information] if you have any questions.

Sincerely,

[Name]