[Name of Recipient]

[Address of Recipient]

Date:

[Sender’ Name]

[Sender’s Address]

**Subject: Gym Membership Cancellation Letter**

Dear Mr./Mrs. [name of the Recipient],

I feel sorry to inform you that I would like to discontinue my membership with your gym, [mention Gym name]. This is because I am relocating by the end of this month and therefore, I would not be requiring the said membership anymore. I must say that I will definitely miss this unforgettable experience at your gym. The trainers here are very cooperative and professional. I really enjoyed being a part of the gym and it really helped me get in a good shape.

Please consider this letter my formal cancellation request for my gym membership number, [mention membership number]. Also, it is my humble request to you that please refund my unused monthly fee or explain to me if I am not entitled to a refund.

Thanking you!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]