**GYM MEMBERSHIP CANCELLATION LETTER**

From,

[Name of the Sender]

[Address of the Sender]

[City, State Zip Code]

Date:

To,

[Name of the Gym Service]

[Address of the Gym Service]

Subject: Fitness Membership Cancellation

Dear Mr/Ms [Name of the Recipient],

My name is [YOUR FORMAL NAME], I am writing this letter to inform you that I will not renew my gym membership which is due to expire on [EXPIRING DATE]. Kindly consider this letter as official notice for the cancellation of my membership with your gym. My membership number is [INSERT MEMBERSHIP NUMBER].

I will be relocating to another state, which means it won't be possible for me to continue visiting your gym. So, I will kindly request you to cancel my membership with you once the current plan expires. As far as payment is concerned, I have no outstanding bills to sort out. So, I don't think there will be any issues on that front.

I enjoyed an amazing experience at your gym.

Looking forward to getting your confirmation receipt.

Best Regards,

[Your Formal Name]

[Signature]