

Gym Cancellation Letter

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

This letter is to request the cancellation of my membership/registration at your gym. I have been coming to your gym since the past [enter duration]. Although it was quite far from my house, I still chose it for the gym workout to reduce my excessively increasing weight. I was not sure this would work or not but after reducing my weight dramatically in just [enter duration] I am here writing to you this letter to utter my deepest gratitude. Your staff has been immense friendly and supportive. I loved the time I spent at your gym however, I am saddened to inform you that due to some personal reasons I shall not be able to continue the gym workout at [enter gym name]. Kindly cancel my membership and once again thank you very much for the wonderful services that you provided.

[Your Name]

[Senders Title] -Optional-