[Todays Date]

[Your First Name] [Your Last Name]

[Your Street Address] [No.]

[Your City] [State] [Zip]

[Gym Club Name]

[Gym Club Street Address] [No.]

[Gym Club Zip] [State] [City]

**Cancellation of gym membership no: [contract number]**

Dear Sir or Madam,

I am writing this letter as a formal request to cancel my gym membership with [gym name]. My contract number is [contract number], which I signed on [date].

I would like to cancel my gym membership by [cancellation date].

I am enclosing my security tag and would appreciate you sending me a letter confirming that you have ended my association and also the charges to my account.

Thank you for your prompt attention to this matter.

Sincerely,

[First name] [Last name]