

CANCELLATION LETTER FOR A GYM MEMBERSHIP

From,

Kyla Olsen

Ap #651-8679 Sodales Av.

Tamuning PA 10855

(654) 393-5734

11-11-2011

To,

Calista Wise

7292 Dictum Av.

San Antonio MI 47096

Subject-

Dear Calista Wise,

This is Kyla Olsen and this letter is to inform my wish to cancel my gym membership with your company from [date]. My membership ID is xxxx. As per my contract, my current membership holds till [specify date]. However, due to a recently incurred leg injury, I am no more in a situation to proceed with my membership and hence request you to cancel it within a month as per your official terms and conditions. I should say that I have had a great experience with your gym till the time I was here and shall back to it soon once my leg is free of any problems.

Kindly make a note of my request and I hope you shall proceed with the formalities with the cancellation as soon as possible. For any queries, I can be reached at xxx-xxx-xxxx.

Thanking you,

With Regards,

[Signature]

Kyla Olsen

Member ID- xxxx

Address