

Gym Cancellation Letter

Dear Sir,

Subject : Request for Cancellation of my Gym Membership

It is with deep regret that I would like to request you to terminate my gym membership with immediate effect. This is because of a sudden need for me to move out of this locality to another, which is over 10 kms away from here. So, I will not be able to use and avail the facilities in your gym.

The membership details are as follows:

Name of the member : Ram Sharma

Membership ID : 123495TIO

Valid upto : March 2020

I also request you to provide the refund according to the rules by which your gym works. I shall hand over the membership card soon.

Hope the needful will be done.

Thank you,

Yours Sincerely,

