

# Gym Membership Cancellation Letter

Date:

To,

{Name of the Recipient}

{Address}

Subject: Lifetime fitness membership cancellation letter

Dear Ms/Mr {Name of the Recipient},

My name is {Your name}, and please consider this letter as official notice for the cancellation of my membership with your gym. My membership number is XXX-0000-11111-0000.

According to the contract terms, the last date of my membership with you is on {the date}. And, as I am moving to another state, it won't be possible for me to continue with the same. So, I would like to request you to cancel my membership with you kindly. As far as the payment is concerned, it has been made in full. So, I don't think there won't be an issue with it.

It was an outstanding experience at the gym.

Looking forward to getting your confirmation receipt.

With Best Wishes,

{Your Name}

{Signature}