

## Example of a Letter to Cancel a Gym Membership

**Strong Gym**

**Date:** xxxx

**Subject:** Cancellation of Gym Membership

**Dear Sir/Ma'am**

I would like to inform you that I'm cancel my gym membership by end of this month. Also I would like to request from you to refund the fees of the unused months.

Due to a medical condition, my physical activities need to be narrowed. Consequently, I will not be able to use the gym anytime soon.

If there is any doc I should fill in, please contact or email me.

I look forward to hearing back from you.

Thank you in advance,

Membership No.: xxxxxxx

Your name.