

## TERMINATION OF GYM MEMBERSHIP

From,  
Zorita Anderson (Name of Sender)  
1964 Facilisis Avenue (Address)  
Bell Gardens Texas 87065  
(126) 940-5666 (Contact Details)

Date: DD/MM/YYYY

To,  
Sade Higgins (Name of Receiver)  
AP 7-3260 Ut St.  
Wilmington OR 05182 (Address of Receiver)

Subject – Termination of Gym Membership

Dear Sir/Madam,

The first paragraph of the body of the letter shall cite the action.

The second paragraph shall specify the reasons.

The third paragraph shall cite the implications and further actions that are required to be made.

Thank you,  
Yours Sincerely,  
(*Your Signature*)  
Zorita Anderson (Name)  
(Your Designation)