Sample Gym Membership Cancellation Letter

Mike Smith
Membership Number: 123456
426 Gym Avenue
Laurel, TX, 10004

February 4, 2019

Terry Luck
Good Gym
325 Muscle Way
Laurel, TX, 100005

Dear Terry:

This letter is to formally inform you that I am cancelling my membership in Name of Club. I have been injured in an automobile accident and cannot work-out the way I used to.

According to the terms and conditions in the contract, I may cancel without paying the full yearly dues if my physical condition does not allow me to use the membership. I have enjoyed my membership in Name of Club and will continue to recommend it to my friends.

I have enclosed a letter from my doctor stating that I should not lift weights for at least seven months. I have also enclosed a copy of my Name of Club contract in which I have highlighted the procedure for cancellation of membership.

As you can see, I have followed each requirement including the 30 days prior notice. I can be reached at Phone Number or at Email Address if you have any questions.

I request a written confirmation from you that my membership in Name of Club is cancelled. Thank you for processing my cancellation in a timely manner.

Sincerely,

Signature
Mike Smith