DD/MM/YYYY

To

Name  
Address  
City/State/Country

Dear Tim,

I would like to cancel my gym membership due to certain personal reasons. My membership expires on the 20th of the next month. Kindly do not charge my credit card next month for membership renewal. Consider this my one month notice for the cancellation.

I would like to thank you for providing excellent services to me during my 8 months of membership period. I would specially like to acknowledge the services of Jane Doe - the Zumba class instructor. She helped me feel more energetic and motivated to achieve my fitness goals. I would love to join your gym again once I have resolved my issues.

I have attached the cancellation form. Kindly contact me at the provided phone number in case I need to fulfill any other formalities.

Sincerely,

Marie Adams