DD/MM/YYYY

To

Name  
Address  
City/State/Country

Dear Tim,

I request you to cancel my gym membership with effect from the next month. I am moving out of town and will no longer be able to avail the services.

Kindly acknowledge upon receiving this letter. Contact me at (phone number) to let me know what formalities I need to fulfill for the cancellation process.

Thanking you in anticipation.

Marie Adams