DD/MM/YYYY

To

Name  
Address  
City/State/Country

Dear Tim,

I am writing to formally request for my membership cancellation at XYZ Gym with immediate effect. I am not satisfied with the unhygienic condition of the gym’s sauna. Despite my complaints, the management has not taken any action to resolve the issue. It is for this reason that I no longer wish to avail the services even though there are still 6 more months before my membership expires.

Kindly contact me at the earliest to proceed with the cancellation process. I also demand a refund for the remaining 6 months. The gym must make up for its dissatisfying services and the failure to provide a hygienic sauna as promised in the membership contract.

I expect to receive a quick response from you. Thank you for your consideration.

Thanking you in anticipation.

Marie Adams