**To**

**[Manager Name]  
[Gym Name]  
[Address/City STAT Zip]**

Dear Harris,

I am Anderson, a client of yours who has been using your office cleaning services since X of June, 20XX. I am regretfully writing to you to inform you that I will not be taking your services from [DATE]. As a client, I was quite contented with the level of services provided by you. Without any exaggeration, we enjoyed a good relationship and you never gave me any chance to complain.

Despite our good terms, I will still be taking services from another cleaning service provider company. My office opens at [TIME] and they are agreed to serve me early in the morning, even much sooner than you and that’s why I was forced to use another company’s services.

Our contract is going to expire on [date] and as per my calculations, you have charged from me six months’ advance fee in order to provide hassle-free services. Since I am canceling the services, therefore, I request you to confirm this cancellation within 10 days through an acknowledgment email. After this period, I will automatically assume that the cancellation has been done. And at the same time, I request you to refund my amount [US$] paid in lieu of an advance fee.

You may contact me on my cell number after [TIME] if you have any other queries regarding service cancellation. Feel free to contact me.

Yours truly,

[Your Name]  
[Membership No.]