**To**

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

**Subject: Letter requesting cancellation of gym services**

Dear Sissel,

I hope you will be doing well these days. I am Neil Johnson, a member of your gym for the last 5 years. I am formally writing this letter to inform you about the cancellation of my gym membership. I had subscribed annual membership plan and had been exercising regularly within the gym premises. In fact, I enjoyed a lot while getting guidelines from your gym about how to remain physically fit throughout the year. There is no exaggeration in saying that instructors at your gym are doing a great job to help customers keep their body fit.

I was satisfied with the services provided by you but for the sake of my business, I am shifting with my family to another town. Due to this reason, I will not be able to get benefit from your excellent gym services.

You know this is the starting month of the year and I have renewed my membership for this year as well. I have come to know through one of the senior members of the gym that a member will be liable to be paid 70 percent of his deposited membership fee if he wants a refund. Owing to circumstances, I hereby forward my request to cancel my gym membership and take some steps to refund [US$] which I have deposited in your account in lieu of the annual membership subscription fee.

I am waiting for your positive response in this regard.

Yours sincerely,

[Your Name]  
[Membership No.]