**To**

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

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

Dear Sir,

This is Anderson, student of A-levels in your institute under registration number XZ23. I had been taking the tuition services offered by you for the last three years. I had the great pleasure while utilizing the tuition services offered by you. Thank you for guiding me in the best way. Regretfully, I am writing this letter to inform you that I will no longer need your services from [mention date].

Although I was quite satisfied with your services but had to take this decision due to unavoidable circumstances. I am shifting with my family to Los Angeles which is 700 kilometers away from our current state. I will be missing kindhearted tutor like you but traveling that much distance is not an easy task on a daily basis. Therefore, I request you to send me an acknowledgment email to make me sure that my tuition services cancellation request has been confirmed.

I am also enclosing with this letter a sum of [US$] in lieu of fifteen days tuition charges for the current month. You can contact me for any further queries on [email].

Yours obediently,

[Your Name]  
[Membership No.]