**To**

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

**Subject: Letter requesting the cancellation of SPA services**

Dear Johnson,

This letter must be treated as a formal intimation from me that I wish to cancel the SPA services provided by your company. I had acquired the membership on an annual basis which is going to be expired after 4 months.

Although I am pleased with the standard of your SPA services but owing to a family matter, I have to move out of town for at least 5 months and hence, I will not be able to avail of your services. Keeping in view the situation, I request you to consider my letter as four months’ notice for service cancellation. According to the terms and conditions, in order to get a refund, it is necessary to inform the manager well before time in case of service cancellation. I have done the same and therefore, I also request for refund of my remaining month's charges.

I would like to pay my regards to you for the provision of excellent services rendered by your staff. I would say special thanks to Mr. Lee, a SPA expert. After each session of his SPA treatment, I always felt energetic enough to get rid of the stress.

Please inform me through an acknowledgment email to confirm the cancellation and take the necessary steps to proceed with the refund also. I can be approached at [email]. Feel free to contact me regarding the matter.

Yours truly,

[Your Name]  
[Membership No.]