**To**

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

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

Dear Smith,

I hope you will be enjoying the best of health and spirit. My name is Johnson and my purpose behind writing you this letter is to inform you about the cancellation of my membership with your fitness center. I was allotted the registration number X136 and I have been attending your fitness center for the last two years.

The Standard of the services provided by the instructor at the time when I joined your fitness center was quite satisfactory and I was happy to see his dedication and sincerity towards the members. What forced me to withdraw my membership with your center is the lack of dedicated and sincere services in your staff you hired in the recent past. Your new instructor does not pay any attention to the members’ query and his behavior with them is also not good. I had informed the management a couple of times before about the issue, but they did not take any steps in order to resolve the issue.

Keeping in view the situation, it is not possible for me to continue with your fitness services, so I request you to cancel my membership with effect from 01-08-20XX. I am informing you 30 days in advance to give you enough time to process my request. Thanking you in anticipation.

Yours sincerely,

[Your Name]  
[Membership No.]