

# GYM MEMBERSHIP CANCELLATION LETTER

Member Name: \_\_\_\_\_

Membership ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**To:**

Gym Management

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

I am writing to formally request the cancellation of my gym membership with your facility. This letter serves as my official notice to terminate all membership privileges and associated billing.

**Membership Details:**

Membership Type: \_\_\_\_\_

Start Date: \_\_\_\_\_

Cancellation Effective Date: \_\_\_\_\_

**Reason for Cancellation (optional):**

\_\_\_\_\_

**Terms and Conditions:**

1. Membership Cancellation: I understand that submitting this letter constitutes my formal request to cancel my gym membership and
2. Final Billing and Refunds: I acknowledge that any outstanding balance on my account is due and payable. I understand that refunds
3. Return of Property: I agree to return any gym property, including access cards, keys, or equipment, prior to or on the effective cancel
4. Liability Release: Upon cancellation, I release the gym from any further obligations under the membership agreement.
5. Governing Law: This cancellation letter and any resulting actions shall be governed by and construed in accordance with the laws of
6. Acknowledgment: I confirm that I have read and understood these terms and that this cancellation request is made voluntarily and in

**Member's Signature**

**Gym Representative Signature**

Gym Address: \_\_\_\_\_ | Phone: \_\_\_\_\_ | Email: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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