

Gym Cancellation Letter

Dear Sir,

Subject: Request for Cancellation of my Gym Membership

It is with deep regret that I would like to request you to terminate my gym membership with immediate effect. This is because of a sudden need for me to move out of this locality to another, which is over 10 kms away from here. So, I will not be able to use and avail the facilities in your gym.

The membership details are as follows:

Name of the member: Boakye Twum - Donkor

Membership Agreement #: 8292-10917

I shall hand over the membership card soon. Hope the needful will be done.

Thank you.

Yours Sincerely,

Boakye Twum - Donkor