**Letter to Cancel Gym Membership**

Emily Davis

789 Maple Lane

Seattle, WA 98101

October 20, 2023

FlexFit Gym

567 Pine Street

Seattle, WA 98102

Dear Mr. Anderson,

I am writing this letter to formally request the cancellation of my gym membership contract, which is identified by Membership Number: FF5678, dated January 15, 2023. According to the terms of my contract, I am providing the required 30-day notice prior to the desired cancellation date of November 20, 2023.

It is with mixed emotions that I make this request. I have greatly appreciated my time at FlexFit Gym and the supportive community it offers. However, due to recent medical issues that have arisen, I must temporarily suspend my gym membership to focus on my health and recovery. I hope to return to FlexFit Gym once I am back in good health.

Enclosed please find all necessary documentation, including a medical certificate from my physician, which confirms the medical reasons for my temporary cancellation. I am also willing to provide any additional documentation if required by your contract to facilitate the membership cancellation process.

Kindly confirm the receipt of this letter and the effective date of my membership cancellation within 30 days. Should you have any questions or concerns, please feel free to contact me at (555) 555-5555 or emily.davis@email.com.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Signature]

Emily Davis