

GYM MEMBERSHIP CANCELLATION LETTER

TO:

To Whom It May Concern,

I have been a member of your Club in accordance with the Gym Membership Agreement between us, dated _____. I would like to submit this formal letter of notice in regard to canceling my gym membership.

According to "**Cancellation**" clause of the Gym Membership Agreement, *"If the member is unable to use gym facilities and services due to a medical condition, injury or disability verified by a licensed medical institution, a prorated refund may be provided for the unused portion of the membership term."* I would like to inform you that because of my medical conditions, I am unable to attend any sport activities. The Doctor's Note about my medical condition shall also submitted.

Please calculate the refund amount and deposit it to my bank account in your records.

Let me know if there's anything I need to do to complete the process. Thank you in advance.

Warm regards,

Member

Name

Date

Signature



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