

Cancellation Letter

From,
Michael Tyson
836 Palk Avenue
Santa Barbara MT 46253
(892) 453-2293

Date: 22/02/20122

To,
Joe Aniston
22/192 Eleifend St.
Duluth Washington 26382

Dear Sir,

Subject: Request for Cancellation of Gym Membership

I am writing this letter to inform you that I want you to cancel my gym membership with immediate effect. The reason to suspend your gym service is that I'm moving to a different locality that is far from here. So, it won't be possible for me to avail the gym facilities.

Following are the membership details:

Name of the member: Michael Tyson

Membership ID: 6251826TIO

Valid up to August 2022

Also, I would like you to process the refund as per your rules.

I also request you to provide a refund according to the rules by which your gym works.

I shall give back you the membership card ASAP.

Thank you,

Yours Sincerely,

(Signature)

Michael Tyson

Company Name

Contact Details