To

Mr. Andy Anderson

Coordinator

XYZ Fitness Center

45-H, Jonston building, Burlington Road, London

Date: 4th June 2014

Subject: Cancellation of gym membership

Dear Sir,

I am writing this letter in reference with the cancellation of my membership with your fitness center. My name is John White and my membership ID is 4578 which was allotted to me on 1st May, 2012 at the time of my registration. I have been attending your gym for the past two years.

I was quite happy with the kind of service I was being offered in the past two years but the lack of such service after the arrival of your new staff forced me to withdraw my membership with your gym. The new staffs serving now days do not provide enough support for the members. I had already complained about such behavior to the administration but no relevant measures were taken to improve it. As per the membership contract, my membership will be eligible for cancellation after July 1, 2014.

Please accept this letter as a pre-notice for my membership cancellation. I would be pleased if you could process my request in advance. For any other information, kindly contact me at 55-777-777-66.

Thanking you,

John White

Membership ID – 4578