To,

Michael Johnson

Manager

Gold Gym

3/24, Charles Lane

Park Road

Gurnee, IL

13th Feb 2012

Subject: Cancellation of the Gym Membership

Dear Mr. Johnson,

I am writing this letter for getting my gym membership cancelled. I have been a member of the Gold Gym since the last fifteen months. I had opted for your annual membership last year and had been regular to the gym. I must say your instructors are doing a great job and have helped me maintain a fit body.

I was quite satisfied by your services and had thus got my membership renewed for this year as well. However, I will be out of town for the next 4 months because of some business purpose and would not be able to go to the gym regularly. I would thus request you to please cancel my membership and process the refund of part payment.

Thanks & Regards,

John Mathew

Gym Membership Number: AQ/838/89