

To: The Athletic Loft

Date: ____ / ____ / ____

I, _____, hereby request cancellation of my gym membership at The Athletic Loft. This letter serves as my formal **30-day written notice** to cancel any bank drafts or credit card charges previously authorized to maintain my membership with The Athletic Loft of Norman.

Member Name: _____

Membership Number: _____

Dear Member,

Please note that a **30-day notice of cancellation** is required to stop future drafts. Membership accounts are drafted on the 5th of each month, as outlined in your original enrollment agreement. This notice period allows our staff sufficient time to properly process cancellation requests. We appreciate your understanding and cooperation in this matter.

We would like to thank you for your membership with The Athletic Loft. Should you wish to return in the future, we would welcome the opportunity to earn your business again. Thank you for your patronage.

Sincerely,

The Athletic Loft