

**Sample Notice of Cancellation**

**Date:** \_\_\_\_\_ **Client #:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Home Phone:** (    ) \_\_\_\_\_ **Work Phone:** (    ) \_\_\_\_\_

I, \_\_\_\_\_, hereby cancel my membership at (*Business Name*). I understand that, if this is an early termination, I will forfeit all value added elements associated with my membership plan such as having to pay a new processing fee if I start a new membership plan at a later date. I also understand that this form must be filled out and signed in the presence of a (*Business Name*) staff member 45 days before my cancellation date. My membership privileges will cease on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Reason for cancellation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Business Name) Representative:** \_\_\_\_\_