

Subject: Client Cancellation Letter

Date: _____ [today's date]

Attention: _____ [Trainer or Instructor Name]

This letter is to inform you that I will be canceling my contract effective _____ [today's date]. I understand that I will be billed through _____ [Date/reference terms of contract (I.e. 30 days' notice)]. Thank you for acknowledging this cancellation letter and best of luck in your future endeavors.

Best regards,

Client Name (printed): _____

Client Signature: _____