

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Gym Name]
[Gym Address]
[City, State, Zip Code]

Dear [Gym Manager's Name],

Subject: Request for Account Suspension

I hope this message finds you well. I am writing to formally request the suspension of my gym membership account due to [reason for suspension, e.g., personal circumstances, relocation, medical issues].

My membership details are as follows:

- Member Name: [Your Full Name]
- Membership ID: [Your Membership ID]
- Membership Type: [Your Membership Type]

I would appreciate your assistance in processing this request. Please confirm the suspension period and any necessary steps I need to follow.

Thank you for your understanding and support.

Sincerely,
[Your Name]