

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Gym/Facility Manager's Name]
[Gym/Facility Name]
[Gym/Facility Address]
[City, State, Zip Code]

Dear [Gym/Facility Manager's Name],

I hope this message finds you well. I am writing to bring to your attention some issues with the gym equipment that requires repair.

****Equipment Details:****

- ****Type of Equipment:**** [e.g., Treadmill, Weight Machine]
- ****Model:**** [e.g., Brand/Model Number]
- ****Location in Gym:**** [Specify location within the gym]
- ****Nature of the Problem:**** [Brief description of the issue, e.g., it's not functioning, making unusual noises, etc.]

I believe that addressing this issue promptly will enhance the overall experience for all members.

Thank you for your attention to this matter. I look forward to your prompt response regarding the repair timeline.

Sincerely,

[Your Name]
[Your Membership ID (if applicable)]