

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

[Gym Name]
[Gym Address]
[City, State, Zip Code]
Subject: Gym Injury Report

Dear [Gym Manager's Name],
I hope this letter finds you well. I am writing to formally report an injury that I sustained at [Gym Name] on [Date of Injury].

****Incident Details:****

- ****Date of Injury:**** [Date]
- ****Time of Incident:**** [Time]
- ****Location in Gym:**** [Specific Location, e.g., weight area, poolside, etc.]
- ****Type of Injury:**** [Description of Injury]
- ****Description of Incident:**** [Briefly describe how the injury occurred]

I have sought medical attention for my injury, and my doctor has advised that I [briefly describe any recommendations or treatments].

I would appreciate any assistance or documentation from the gym regarding this incident. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Membership Number] (if applicable)
[Your Signature] (if sending a hard copy)