

[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],

I hope this letter finds you well. I am writing to formally request an upgrade to my current gym membership. My membership ID is [Your Membership ID].

I have been a member since [Your Membership Start Date] and have thoroughly enjoyed the facilities and services offered. After careful consideration, I believe that upgrading to [Desired Membership Level] will better suit my fitness goals and allow me to make full use of [specific facilities or services].

I would appreciate your guidance on the process for upgrading my membership and any additional fees that may apply.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]