

[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 message finds you well. I am writing to formally accept the promotional offer for [specific promotion, e.g., "three months of membership at a discounted rate"].

I am excited to take advantage of this offer, which I believe will greatly contribute to my fitness journey. Please let me know the next steps I need to follow to complete the registration process and any additional information you may require.

Thank you for this opportunity. I look forward to being a part of [Gym Name].

Sincerely,  
[Your Name]