

[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 inquire about the gym training sessions offered at [Gym Name].

I am interested in [specific type of training/session, e.g., personal training, group classes, etc.], and would like to know more about the schedules, pricing, and any required qualifications.

Additionally, I would appreciate any information regarding [any specific queries you may have, e.g., trainers' qualifications, session duration, special programs, etc.].

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

Best regards,

[Your Name]