

[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 provide feedback regarding my experience as a member of [Gym Name].

Firstly, I would like to express my appreciation for [mention any positive aspect, such as cleanliness, variety of equipment, staff friendliness, etc.].

However, I have encountered some issues that I believe could be improved.

[Describe specific concerns or suggestions, such as overcrowding, equipment maintenance, class schedules, etc.].

I believe that addressing these concerns could greatly enhance the experience for all members. Thank you for taking the time to consider my feedback. I look forward to your response.

Sincerely,
[Your Name]