

[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 seek assistance regarding my gym membership at [Gym Name].

[Briefly explain the issue you are experiencing, e.g., difficulty accessing your account, billing issues, or a request for a freeze or cancellation of your membership.]

I would appreciate your help in resolving this matter at your earliest convenience.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Membership ID or Account Number, if applicable]