

[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 membership options available at [Gym Name]. I am interested in understanding the different types of memberships, their pricing, and any ongoing promotions.

Additionally, I would like to know about the facilities and services offered, including group classes, personal training options, and operating hours.

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

Sincerely,

[Your Name]