

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Gym Name]  
[Gym Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to my gym membership (Membership ID: [Your Membership ID]), which I currently hold with [Gym Name].

[Explain your request for modification, e.g., change of membership type, suspension, cancellation, etc. Be concise and clear about your reasons.]

I kindly request your assistance in processing this modification at your earliest convenience. Please let me know if you need any further information or if there are any forms I need to fill out to proceed with this request.

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

Sincerely,

[Your Name]