

[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 current status of my gym membership with [Gym Name]. My membership ID is [Membership ID], and I joined on [Join Date].

I would like to confirm the following details regarding my membership:

1. Current membership status
2. Membership expiration date
3. Any upcoming payments or renewals
4. Additional benefits associated with my membership

Please let me know at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]