

[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 letter finds you well. I am writing to formally request the transfer of my gym membership from my name to [New Member's Full Name], effective [Desired Transfer Date].

My membership details are as follows:

- Membership ID: [Your Membership ID]
- Membership Type: [Type of Membership]
- Start Date: [Membership Start Date]

[New Member's Full Name] can be reached at [New Member's Email Address] or [New Member's Phone Number] for any additional information needed to facilitate this transfer. I understand that any applicable fees or procedures for the transfer should be followed as per the gym policy. Thank you for your attention to this matter. I look forward to your prompt response confirming the transfer.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]