

[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 formally request a hold on my gym membership due to [brief reason for hold, e.g., personal circumstances, travel, injury, etc.].

My membership ID is [Your Membership ID], and I have been a member since [Your Membership Start Date]. I would like to request that my membership be placed on hold starting from [Start Date of Hold] until [End Date of Hold].

Please let me know if you require any additional information or documentation to process my request. I appreciate your understanding and assistance in this matter.

Thank you very much for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]