

[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 bring to your attention an issue regarding my gym membership payment.

My membership details are as follows:

- Member ID: [Your Member ID]
- Membership Type: [Your Membership Type]
- Payment Cycle: [Monthly/Annually]

[Explain the specific issue, e.g., "I noticed that my last payment was not processed on [date], and I would like assistance in resolving this matter."]

I kindly request your assistance in reviewing my account and ensuring that all payments are up to date. If necessary, please let me know what steps I need to take to rectify this issue.

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

Sincerely,
[Your Name]