

[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],

Subject: Clarification Request on Gym Membership Policy

I hope this letter finds you well. I am writing to seek clarification regarding certain aspects of the gym membership policy that I have found to be unclear.

Specifically, I would like to gain more information on:

1. Membership renewal procedures
2. Cancellation policy and any associated fees
3. Benefits included in different membership tiers

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Membership ID, if applicable]