

[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 share my feedback regarding my experience with the gym membership services at [Gym Name]. First, I would like to commend [specific aspect you appreciated, e.g., cleanliness, friendly staff, variety of classes]. This has significantly contributed to my overall experience.

However, I have encountered some challenges that I believe could be improved. [Describe specific issues or suggestions, e.g., long wait times for equipment, difficulty in scheduling classes, need for better communication regarding membership policies].

I appreciate your attention to this feedback and look forward to seeing improvements in the future. Thank you for providing a space that encourages health and fitness within our community.

Sincerely,

[Your Name]

[Your Membership ID (if applicable)]