

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Gym Name]
[Gym Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an upgrade to my current gym membership at [Gym Name]. My membership ID is [Your Membership ID].

After enjoying the various facilities and classes available, I believe that an upgrade to the [desired membership level or type] would enhance my fitness experience and help me achieve my goals more effectively.

I would appreciate it if you could provide me with the details regarding any changes in fees, benefits, and terms associated with this upgrade.

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

Sincerely,
[Your Name]