

[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 letter finds you well. I am writing to formally request the renewal of my gym membership, which is set to expire on [expiration date]. My membership ID is [your membership ID].

I have greatly enjoyed my time at [Gym Name] and appreciate the facilities, classes, and support provided by the staff. I am eager to continue my fitness journey and maintain my membership.

Please let me know if there are any forms or payments required for the renewal process. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]