

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Fitness Club Name]
[Club Address]
[City, State, Zip Code]

Dear [Fitness Club Manager's Name],

I am writing to formally request a gym membership at [Fitness Club Name].

I am interested in [specific membership type or package, e.g., monthly, annual, family pass] and would like to know more about the options available to me.

I have heard positive reviews about your facilities and programs, and I believe that joining your fitness community will help me achieve my personal health and fitness goals. If possible, I would appreciate any information regarding membership fees, available classes, and any ongoing promotions.

Please let me know the next steps in the membership process and if a tour of the facilities is available. I look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]