

[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 a gym membership at [Gym Name]. I have researched several fitness facilities in the area and am impressed with the amenities and services that your gym offers.

I am particularly interested in [specific programs, classes, or facilities, if applicable], and I believe your gym aligns perfectly with my fitness goals.

I would like to inquire about the following:

1. Membership options and fees
2. Any ongoing promotions or discounts
3. Facilities available to members
4. Hours of operation

Please provide me with the necessary information and any application forms needed to process my membership request. I am eager to start my fitness journey and look forward to being a part of your community.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]