

[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],

Subject: Gym Membership Request

I hope this letter finds you well. I am writing to express my interest in obtaining a membership at [Gym Name].

[List a brief introduction about your fitness goals and reasons for joining.]

I would like to inquire about the following:

- Membership options and pricing
- Availability of facilities and classes
- Duration of the membership plans

Please let me know if there are any documents or forms that I need to complete, as well as the process for signing up.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]