

[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 at [Gym Name]. My membership, which is set to expire on [Expiration Date], has greatly contributed to my fitness journey, and I would like to continue utilizing the facilities and services offered.

I would appreciate it if you could provide information regarding the renewal process, including any changes in membership fees, terms, and the availability of any promotional offers. Additionally, if there are any new classes or equipment that have been introduced, I would love to hear about those as well.

Thank you for your attention to this matter. I look forward to your prompt response so that I can ensure my membership continues without interruption.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Membership ID (if applicable)]