

[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 message finds you well. I am writing to formally request the renewal of my gym membership (Membership ID: [Your Membership ID]), which is set to expire on [Expiration Date].

I have thoroughly enjoyed my time at [Gym Name] and would like to continue my membership for another term. Please let me know if there are any additional steps or forms I need to complete to finalize this process.

Thank you for your assistance. I look forward to continuing my fitness journey at [Gym Name].

Sincerely,
[Your Name]