

[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: Membership Renewal Request

I hope this message finds you well. I am writing to formally request the renewal of my gym membership, which is due to expire on [Expiration Date].

I have thoroughly enjoyed my time at [Gym Name] and would like to continue my membership for an additional [specify duration, e.g., year, month].

Please let me know if there are any forms I need to complete or if payment is required at this time. I appreciate the services and facilities provided, and I look forward to continuing my fitness journey with [Gym Name].

Thank you for your assistance.

Sincerely,

[Your Name]

[Membership ID or Number, if applicable]