

[Your Gym's Name]  
[Your Gym's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Member's Name]  
[Member's Address]  
[City, State, Zip Code]

Dear [Member's Name],

Subject: Membership Renewal Notice

We hope this message finds you well. We would like to inform you that your gym membership at [Your Gym's Name] is set to expire on [Expiration Date].

To ensure that you continue to enjoy uninterrupted access to our facilities and services, we kindly ask you to renew your membership before the expiration date.

**\*\*Renewal Details:\*\***

- Membership Type: [Membership Type]
- Current Expiration Date: [Expiration Date]
- Renewal Cost: [Renewal Cost]
- Renewal Deadline: [Renewal Deadline]

You can renew your membership by visiting our front desk or through our website at [Website URL]. Should you have any questions or require assistance during the renewal process, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for being a valued member of [Your Gym's Name]. We look forward to continuing to support your fitness journey.

Sincerely,

[Your Name]  
[Your Title]  
[Your Gym's Name]  
[Your Gym's Contact Information]