

[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 at [Gym Name], 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 about the renewal process and any updated terms or rates for the coming period. Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Membership ID or Number]