

[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 current membership is set to expire on [Expiration Date], and I would like to continue my membership for another [desired duration, e.g., year, six months].

Please let me know if there are any necessary forms or fees I need to complete or pay for the renewal process. Additionally, I would appreciate any information on any promotions or changes in membership rates.

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

Sincerely,
[Your Name]