

[Your Gym's Logo]
[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],

We hope this message finds you well! As your membership is approaching its expiration date on [Expiration Date], we wanted to take a moment to thank you for being a valued member of [Your Gym's Name].

We are excited to invite you to renew your membership for another [duration] at our facility. Renewing your membership will allow you to continue enjoying all the benefits, including:

- Access to all gym facilities
- Group fitness classes
- Personal training sessions (available at a discount)
- Special member-only events

To make the renewal process as seamless as possible, please visit our website at [website link] or stop by the front desk to complete your renewal. The renewal fee is [amount], and by renewing before [early renewal deadline], you'll receive [any discounts, perks, etc.].

If you have any questions or need assistance, feel free to reach out to our staff at [contact information].

Thank you for choosing [Your Gym's Name] as your fitness home. We look forward to supporting you on your fitness journey for another term!

Warm regards,

[Your Name]
[Your Position]
[Your Gym's Name]