

[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: Gym Membership Renewal

I hope this message finds you well. I am writing to formally request the renewal of my gym membership at [Gym Name]. My membership ID is [Your Membership ID], and it is set to expire on [Expiration Date].

I have thoroughly enjoyed my time at [Gym Name] and appreciate the facilities and services provided. I would like to continue my membership for another term.

Please let me know if there are any forms I need to complete or fees I need to pay to complete this process. I can be reached at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]