

[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 or Membership Department],

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 details are as follows:

- Member ID: [Your Member ID]
- Membership Type: [Type of Membership]
- Expiry Date: [Expiry Date]

I have greatly enjoyed my time at [Gym Name] and would like to continue my membership for another term. I would appreciate any information regarding the renewal process, including any updates to membership fees or terms.

Please let me know if there are any forms or payments required to complete this renewal. I am looking forward to continuing my fitness journey at your gym.

Thank you for your assistance.

Best regards,

[Your Name]

[Signature (if sending a hard copy)]