

[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, which is set to expire on [expiration date].

I have greatly enjoyed my time at [Gym Name] and appreciate the facilities and programs offered. I would like to continue my membership for another [specify duration, e.g., year, month].

Please let me know the next steps in the renewal process and if there are any special offers or changes in membership fees.

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

Sincerely,

[Your Name]

[Membership ID or Number, if applicable]