

[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 message finds you well. I am writing to request the renewal of my gym membership, which is set to expire on [expiration date].

I have thoroughly enjoyed my time at [Gym Name] and would like to continue utilizing the facilities and services offered.

Please let me know the steps I should take to renew my membership.

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

Sincerely,

[Your Name]

[Membership ID or Account Number] (if applicable)