

# Membership Renewal Request

Date: [Insert Date]

To: [Gym Name]

Address: [Gym Address]

Email: [Gym Email]

Phone: [Gym Phone Number]

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 [Insert Expiry Date]. I have thoroughly enjoyed my time at [Gym Name] and would like to continue my membership for another year.

My membership details are as follows:

- Name: [Your Name]
- Membership ID: [Your Membership ID]
- Type of Membership: [Your Membership Type]

Please let me know the necessary steps to complete the renewal process. If there are any changes in the membership terms or fees, kindly inform me at your earliest convenience.

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

Warm regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]