

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name or "Membership Team"],

I hope this message finds you well. I am writing to inquire about the membership policies at [Gym Name]. Specifically, I would like to know more about:

- The different membership options available
- Membership fees and any current promotions
- The duration of membership contracts
- Cancellation and refund policies
- Access to amenities and classes included in the membership

Additionally, I would appreciate any information regarding trial membership options, if available.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]