

# Loyalty Reward Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Gym Name]

[Gym Address]

[City, State, Zip Code]

Dear [Gym Manager's Name],

I hope this message finds you well. I am writing to formally request my loyalty reward, as per the gym membership program. My membership ID is [Your Membership ID], and I have been a member since [Membership Start Date].

As per the terms of the loyalty program, I have accumulated enough points to claim [Specify Reward], and I would like to initiate the process for redeeming this reward.

Attached to this letter are any relevant documents required for the claim, including receipts and activity logs that may be necessary for verification.

I appreciate your assistance with this matter and look forward to your prompt response. Thank you for providing such a fantastic gym experience.

Warm regards,

[Your Name]