

Notice of Attendance Policy Change

Dear Valued Members,

We hope this message finds you well. We are writing to inform you of an important update to our attendance policy that will take effect starting [Effective Date].

In an effort to enhance our service and maintain an optimal experience for all members, we are implementing the following changes:

- Members are required to book their sessions at least [Number] hours in advance.
- A no-show fee of [Amount] will be charged for missed appointments without prior cancellation.
- Members may cancel their appointments up to [Number] hours before without penalty.

We understand that changes can be challenging, and we appreciate your understanding and cooperation as we strive to improve our facility for everyone. If you have any questions or concerns regarding this policy change, please do not hesitate to reach out to our staff.

Thank you for being a part of our fitness community!

Sincerely,
[Your Name]
[Your Position]
[Fitness Center Name]
[Contact Information]