

Request for Membership Tier Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Fitness Center Name]

[Fitness Center Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change to my current fitness center membership tier. My current membership is [Current Tier], and I would like to upgrade/downgrade to [Desired Tier].

The reason for my request is [brief explanation of reason, e.g., "I have found that the facilities offered in the [Desired Tier] meet my fitness goals more effectively."].

I kindly request that you process my membership change at your earliest convenience. Please let me know if there are any additional forms I need to complete or fees that I need to pay for this transition.

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

Sincerely,

[Your Name]