

Urgent Contact Details Amendment

Date: [Insert Date]

To: [Recipient's Name]

Fitness Center: [Fitness Center Name]

Dear [Recipient's Name],

We are writing to inform you of an urgent amendment needed for your contact details associated with your membership at [Fitness Center Name].

Please review the details below and confirm the changes:

- **Current Phone Number:** [Current Phone Number]
- **New Phone Number:** [New Phone Number]
- **Current Email Address:** [Current Email]
- **New Email Address:** [New Email]

It is vital that we have your updated details to ensure you receive important notifications regarding your membership and fitness programs.

Please reply by [Insert Deadline] to confirm these changes or to provide alternative contact details.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Fitness Center Name]

[Contact Information]