

Member Data Amendment Request

Date: [Insert Date]

To: [Fitness Center Name]

Address: [Fitness Center Address]

Dear [Fitness Center Manager's Name],

I am writing to request an amendment to my membership data at [Fitness Center Name]. Below are the details of my current information and the changes I would like to make:

Current Information

Name: [Current Name]

Member ID: [Member ID]

Email: [Current Email]

Phone Number: [Current Phone Number]

Amendments Requested

Name: [New Name]

Email: [New Email]

Phone Number: [New Phone Number]

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]