

Member Details Correction Request

Date: [Insert Date]

To: [Fitness Center Name]

Address: [Fitness Center Address]

Subject: Request for Correction of Membership Details

Dear [Fitness Center Manager's Name],

I hope this message finds you well. I am writing to request a correction to my membership details at [Fitness Center Name]. Below are the current and corrected details:

Current Details:

- Name: [Current Name]
- Membership ID: [Current Membership ID]
- Email: [Current Email]
- Phone Number: [Current Phone Number]

Corrected Details:

- Name: [Corrected Name]
- Membership ID: [Corrected Membership ID]
- Email: [Corrected Email]
- Phone Number: [Corrected Phone Number]

I appreciate your prompt attention to this matter. If you require any further information or documentation to facilitate this correction, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Membership ID]

[Your Contact Information]