

Personal Information Update

Date: [Insert Date]

Dear [Fitness Center Name] Team,

I hope this message finds you well. I am writing to request an update of my personal information in your records.

Current Information

Name: [Your Current Name]

Email: [Your Current Email]

Phone Number: [Your Current Phone Number]

Updated Information

Name: [Your New Name]

Email: [Your New Email]

Phone Number: [Your New Phone Number]

Thank you for your attention to this matter. Please let me know if you need any further information to complete this update.

Sincerely,

[Your Name]

[Your Membership ID]