

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Manager's Name
Local Gym Name
Gym Address
City, State, ZIP Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to kindly request information regarding the availability of time slots for spinning classes at [Local Gym Name]. I am very interested in participating in these classes and would like to know if you have any schedule updates or openings.

Additionally, if possible, I would appreciate any information about membership options or class packages that may be available. I am eager to start my fitness journey and believe that spinning classes would be a great addition to my routine.

Thank you for considering my request. I look forward to your reply.

Best regards,
[Your Name]