Worked example - a fictional person. Replace every detail with your own.

Sam Taylor

12 Example Street
Anytown AB1 2CD
07700 900456 | sam.taylor@example.com

The Manager
Example Leisure Club
5 Sample Road
Anytown AB3 4EF

14 November 2026

Dear Sir or Madam,

Membership - request to freeze

I have been a member since March 2022 and my membership number is 004821.

I will be away from Anytown for work from 1 December 2026 to 28 February 2027. Please could you tell me whether I can pause my membership for that period, and what I need to do to arrange it.

I would be grateful for a reply by email or post. Thank you for your help.

Yours faithfully,

Sam Taylor