

38 Aaron Quay, Dublin 2
Tel: 01 4567389

2 May 2020

Dear «姓名»

We write to thank you for your membership and support of our Health Club over the last 12 months and hope you have enjoyed your visits.

As you may be aware your membership in the club has now expired. Should you wish to renew your membership please send me a cheque for the value of «邮政编码». Your membership number will remain «职务».

I look forward to receiving your cheque in the near future. Should you have any queries please do not hesitate to contact me as above.

Yours Sincerely,

Chenlu Zhu
Club Manager