

Linh Nguyen  
2272591

# Gateway Health Club

38 Aaron Quay, Dublin 2

Tel: 01 4567389

25 January 2017

«Title» «First\_Name» «Last\_Name»

«Address\_Line\_1»

«Address\_Line\_2»

«City»

Dear «Title» «Last\_Name»

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 €«Fee» . Your membership number will remain «Member\_No».

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,

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Linh Nguyen

Club Manager