[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: DISCOUNTED [CLUB] MEMBERSHIP FOR EMPLOYEES**

Dear [CONTACT NAME],

As an employee of [COMPANY], you are entitled to a [%] discount on the initial membership fee at [CLUB]. You also qualify for a [%] discount on the monthly or annual fee. [CLUB] is a [DESCRIBE].

A savings of [AMOUNT] on the initial fee and [AMOUNT] per month is one of the great benefits we are happy to provide our workforce.

A brochure from the club is attached. Note that [CLUB] offers [SERVICE], [SERVICE], and [SERVICE]. It is recognised that exercise has been shown to be one of the greatest stress relievers!

If you have any questions, call [NAME] at the club, [PHONE NUMBER].

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]