

You have just started a course in a college which has no sports facilities of its own. Write a letter to the manager of the nearest private sports club. In your letter

- **introduce yourself**
- **say why you are interested in this sports club**
- **ask some questions about the club e.g. facilities, members, costs**

Begin as follows: Dear Sir or Madam,

Dear Sir or Madam,

I am writing to inquire about the Snap Fitness sports club.

I am a first year student at Western College. I have just discovered that my college does not provide any sports facilities as of yet. However, I found Snap Fitness to be the nearest sports club and would like to request more information about it.

Firstly, I wonder if you could possibly give me a small overview of the available facilities. It would be interesting to know whether the club offers some sports classes and personal training sessions.

Secondly, I would be interested to know how big the gym area is and what types of equipment are available.

Lastly, I wonder what kind of membership the club offers. Do you have monthly or weekly based tickets available or do I need to sign up for a longer period?

I would appreciate it if you could send the details to my email.

I look forward to hearing from you!

Yours faithfully,

Jack Smith