16/10/2012

Dear <<salutation>> <<first name>> <<last name>>,

<<address >>,

Co. <<county>>.

Membership Number: <<Membership number>>,

The Gym Magic Gym will be closed from Monday 5th January until Monday 7th of March due to extensive renovations being carried out.

I apologise for any inconvenience this may cause,

Yours Sincerely,

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Mr John Dwyer,

**Gym Manager.**

16/10/2012