

[Date]

[Member Name]

[Member Address]

[City, State, Zip Code]

Subject: Fitness Center Usage and Key Fob Access

Dear [Member Name],

We are pleased to provide you with your personal key fob for the [Name of Fitness Center]. This fob grants you access to the facility during our operational hours, which are [Opening Time] to [Closing Time], seven days a week.

Please review the following guidelines regarding your access:

- **Key Fob Security:** Your key fob is assigned exclusively to you. Do not lend it to others or allow non-members to enter the facility behind you (tailgating).
- **Replacement Fee:** If your key fob is lost or stolen, please report it immediately so it can be deactivated. A replacement fee of \$[Amount] will apply.
- **Usage Rules:** All members must wipe down equipment after use, wear appropriate athletic footwear, and adhere to the posted safety regulations.
- **Supervision:** [Mention rules regarding guests or children, e.g., "Guests are not permitted without prior authorization."]

By using your key fob, you agree to abide by the terms and conditions of your membership agreement and the facility rules. Failure to comply may result in the suspension of your access privileges.

If you have any questions regarding the equipment or facility access, please contact management at [Phone Number] or [Email Address].

Stay fit and enjoy your workouts!

Sincerely,

[Your Name/Signature]

[Title/Position]

[Name of Fitness Center/Property Management]