

[Date]

[Member Name]

[Address]

[City, State, Zip Code]

Subject: Urgent Account Update - Unpaid Fitness Club Fees

Dear [Member Name],

We are writing to notify you that your account with [Fitness Club Name] currently shows an outstanding balance of \$[Amount]. This balance consists of unpaid membership fees for the period of [Date Range].

Our records indicate that our recent attempt to process your payment was unsuccessful. To maintain your membership status and avoid any interruption to your gym access, please update your payment information and settle the balance by [Due Date].

You can make a payment through the following methods:

- Online via our member portal at [Website Link]
- In-person at the front desk
- By calling us at [Phone Number]

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error on your account, please contact our billing department as soon as possible to discuss payment options.

Thank you for being a valued member of [Fitness Club Name].

Sincerely,

[Your Name/Department]

[Fitness Club Name]

[Contact Information]