

[Date]

[Member Full Name]

[Address Line 1]

[City, State, Zip Code]

Subject: ACTION REQUIRED - Past Due Balance for Account #[Member Number]

Dear [Member Name],

We are contacting you regarding your membership account at [Fitness Center Name]. Our records indicate that your account is currently past due.

Account Summary:

Past Due Amount: \$[Amount]

Due Date: [Date]

To avoid a disruption in your gym access and potential late fees, please settle this balance immediately. You can make a payment through one of the following methods:

- Online via our member portal: [Website URL]
- By phone: [Phone Number]
- In person at the front desk.

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 us immediately to discuss payment options.

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

Sincerely,

[Your Name/Department]

[Fitness Center Name]

[Contact Email/Phone]