

[Date]

[Member Full Name]

[Member Address]

[City, State, Zip Code]

Subject: Courtesy Notice - Overdue Gym Subscription

Dear [Member Name],

We are writing to bring to your attention that your gym subscription for [Gym Name] is currently overdue. According to our records, your payment for the period of [Billing Period] was due on [Due Date].

Account Details:

- Membership ID: [Member ID Number]
- Outstanding Balance: \$[Amount Due]

We understand that life gets busy and this may have simply been an oversight. We kindly ask that you settle the balance at your earliest convenience to ensure uninterrupted access to our facilities and classes.

You can make a payment via the following methods:

- Online through our member portal: [Link to Website]
- 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 any issues with your billing or have questions regarding your account, please contact our support team at [Email Address].

Thank you for being a valued member of our fitness community.

Sincerely,

[Your Name/Billing Department]

[Gym Name]

[Gym Phone Number]